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ABSTRACT

The Target Cities Projects coordinate a variety of local services available to substance abusers and their families. As part of these cooperative agreements, Head Start agencies are linked to substance abuse treatment agencies to provide cross-training, cross referral, and, eventually, joint case management of client families. Part of this broader context is the Assessment, Referral and Training Project (ART) which is evaluated in this report. The three goals of the ART project included: (1) cross-referrals to substance abuse treatment by Head Start staff and referrals to Head Start by substance abuse treatment staff; (2) cross-training in which Head Start staff taught treatment staff about critical aspects of early childhood development that can be affected by substance abuse; and (3) joint case management of client families by substance abuse treatment staff, Head Start staff, and other agencies. The program evaluators gathered data during on-site visits through structured and unstructured interviews and a review of documents, curriculum materials, student work, and other records, and concluded that the program objectives were achieved. The appendixes include records of presentations made to individuals and/or groups; referrals among Head Start sites and drug and alcohol treatment programs; and a narrative description of a real case study using fictitious names to insure confidentiality. (AA)

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ED 386 276

EVALUATION REPORT

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FINAL EVALUATION REPORT

for

The Assessment, Referral, And Training Project (1991-1994)
Los Angeles Target Cities/Head Start Linkage

Prepared by
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Consultant
Program Evaluation & Research
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Educational Program Evaluation

Los Angeles County Office of Education

PS 023331

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Los Angeles Target Cities/Head Start Linkage

Los Angeles County Office of Education Head Start Grantee Assessment, Referral and Training (ART) Project

Administration on Children, Youth and Families
Substance Abuse Initiative
Grant Number 90-CD-0831

October 1, 1991 through September 30, 1994

Introduction to the Program

The Los Angeles County Office of Education's Head Start Grantee's Assessment, Referral and Training (ART) Project is part of the larger Los Angeles Target Cities Project of the Los Angeles County Department of Health Services, Alcohol and Drug Program Administration, Grant #U88TI0004. The Los Angeles Target Cities Project is one of seven Target Cities nationally, originally funded through the Office of Treatment Improvement, later re-named the Center for Substance Abuse Treatment. The Target Cities Projects coordinate a variety of local services available to substance abusers and their families. As part of these cooperative agreements, Head Start agencies are linked to substance abuse treatment agencies to provide cross-training, cross-referral and eventually, joint case management of client families.

ART Project Goals

The three goals of the ART Project included:

- Cross-referrals to substance abuse treatment by Head Start staff and referrals to Head Start by substance abuse treatment staff.

- Cross-training in which Head Start staff taught treatment staff about critical aspects of early childhood development that can be affected by substance abuse. Treatment staff trained Head Start staff in background and critical issues regarding substance abuse as it can relate to Head Start families. Training included instruction in classroom strategies for working with children who may have been perinatally exposed to substances, or where substance abuse is occurring in the current environment. Classroom strategies focused on intervention.

- Joint case management of client families by substance abuse treatment staff, Head Start staff and other agencies as appropriate.

Linkages

The ART Project Target Cities/Head Start linkages paired Head Start sites and treatment agencies in Los Angeles County as follows:

East Los Angeles
Plaza de la Raza Head Start and Behavioral Health Services Lincoln Heights Family Recovery Center

South Central Los Angeles
Kedren Community Health Center Head Start and the Watts Health Foundation

South Bay
Volunteers of America Parent Child Center and the South Bay Community Resource Center of Joint Efforts, Inc.

Focused Acknowledgments
Special thanks to Susan Weber of the Head Start bureau in Washington. D.C., for her untiring efforts to integrate substance abuse intervention into the ongoing Head Start program for families with young children. Mrs. Weber planned and implemented a series of trainings for project coordinators from each of the seven national Target Cities/Head Start linkages, as well as nine capacity-building projects in the area of substance abuse from across the country. This sharing and coordination resulted in a national network of Head Start staff with experience in collaborations between substance abuse treatment providers and head Start.

The ART project was coordinated for the Los Angeles County Office of Education's Head Start Grantee by Roberta Savage Brzozowski, who also coordinated the Los Angeles County Office of Education's program for perinatally substance-exposed children and, later in the project, coordinated the Drug, Alcohol and Tobacco Education programs for three Educational Programs Divisions within the Los Angeles County Office of Education. Mrs. Brzozowski provided coordination and support to the Head Start project teachers and coordinated with the larger Target Cities Project staff as well as with the individual substance abuse treatment agencies.

Andrew Kennedy, Senior Project Director for the Los Angeles County Office of Education's Head Start Grantee contributed through his outstanding leadership as well as his support and belief in this program as part of Head Start's commitment to families.

Special thanks to Head Start manager, Frank Lorah whose guidance and fiscal expertise facilitated the smooth operation of the project over the three-year period.

Vital to the success of the ART project were two project teachers, Cristina Roman, of the Plaza de la Raza Head Start agency, and Jaya Sastri and Bita Ghafoori, who filled this critical position for the Volunteers of America Parent-Child Center during different periods throughout the duration of this three-year project. Mrs. Roman-Fickewirth, Mrs. Ghafoori, and Mrs. Sastri's skill and dedication as well as their ability to work effectively with a variety of staff, agencies' rules and procedures were critical to the success of this project. Mrs. Roman-Fickewirth, Mrs. Ghafoori, and Mrs. Sastri exceeded the expectations of the role of project teacher by expanding the referral networks of their agencies to include substance abuse and local health and social service agencies beyond the agencies participating in the Target Cities Projects. In addition, Mrs. Kathy Jackson and Marvene Washington of Kedren Head Start participated faithfully in ART Project activities, with the support of Kedren's executive director, Mr. Robert Owens.

The unquestionable success of the ART Project as reflected in the attached evaluation report attest to the commitment of key ART Project staff members as well as the strong support of their executive directors, Rosemarie Sims at Plaza de la Raza head Start and Ray Hernandez of the Volunteers of America Parent-Child Center.

Related Projects

The ART Project was one of three substance abuse projects funded by the Administration for Children, Youth and Families. The other two projects were the capacity-building Substance Abuse Training and Referral (STAR) Project, Beverley Morgan-Sandoz, Project Coordinator, and the three Los Angeles Head Start Family Service Centers, Bill Stelzner, Project Manager. An ultimate goal of the ART project is to articulate with STAR and Family Service Center agencies to provide comprehensive training and referral services to all of the twenty-nine Head Start delegate agencies throughout Los Angeles County.

Major Media Outreach

The Los Angeles Target Cities ART Project was featured in a five-minute video news release by Ivanhoe Productions and syndicated for distribution to news networks as a "filler." The news release featured staff, parents and children from the ART Project in East Los Angeles and Harbor City. As a result of the airing of this news release, calls were received from across the nation requesting information about the project.

The effects of perinatal and environmental substance abuse were stressed in the video. ART Project staff described classroom strategies, interventions, and the importance of creating linkages between preschool service providers and substance abuse treatment agencies to assist young children and their families.

Further Information

For additional information regarding the ART Project, please contact Roberta Savage-Brzozowski, Project Liaison Coordinator, Head Start, Los Angeles County Office of Education (310) 940-1812.

FINAL PROJECT REPORT

~Acknowledgments~

Special appreciation is extended to the following individuals for their support and contributions toward the success of the ART Project.

Head Start Bureau
Susan Weber, Special Assistant to the Commissioner, Administration for Youth and Families
Geraldine Farrell, Program Specialist, Head Start Bureau.

Los Angeles County Office of Education
Dr. Donald Ingwerson, Superintendent, September 1994 to present
Dr. Stuart E. Gothold, Superintendent, October 1991 through August 1994
Dr. Gilberto Anzaldua, Assistant Superintendent, Educational Services
Vincent Bello, Director, Program Development and Management
Dr. Nancy Krause, Director, Educational Support Services
Dr. Alice Healy-Sesno, Consultant-in-Charge, Evaluation, Research, and Pupil Support Services, Educational Support Services
Dr. Donald Kester, Consultant, Educational Support Services,

Los Angeles County Office of Education, Head Start Grantee
Andrew Kennedy, Senior Project Director, July 1992 to present
Dr. Mary Lou Hamaker, Senior Project Director, October 1991 through June 1992
Frank Lorah, Head Start Manager
Joann Miller, Head Start Mental Health Specialist
Teresa Raya, Head Start Social Service Specialist
Cruz Smith, Head Start Social Service Facilitator
Theola Renfroe, Head Start Specialist
Roberta Savage Brzozowski, ART Project Liaison Coordinator

Los Angeles County Office of Education, Division of Alternative Education
Jan Feldman, Teacher On Special Assignment, January 1993 to present
Annie Cabrera, Teacher On Special Assignment, July through December 1992
Stephanie Davis, secretary

Los Angeles County Board of Education
Dr. Frank J. Alderete, President
Sophia Waugh, vice President
Carlos C. Barron
The Reverend Canon Lewis P. Bohler, Jr.
Vivian Shannon
Michaelene D. Wagner
Barbara Pieper, Member, October 1991 through November 1993

Kedren Community Health Center—Head Start
Robert Owens, Head Start Director
Kathy Jackson, Social Services Coordinator
Marvene Washington, Disabilities Coordinator
Loda Thomas, Social Worker

Plaza de la Raza Head Start
Rosemarie Sims, Executive Director
Mary Edmonds, Assistant Director
Cristina Roman-Fickewirth, ART Project Teacher
Claudia Huezo, Special Needs Coordinator
Sylvia Lopez, Teacher
Esther Salinas, Assistant To The Disabilities Coordinator
Arleen Rivera, Teacher
Pearl Lozano, Teacher
Rosa Abrego, Teacher
Edith Solano, Teacher
Sara Cregenzan, Teacher

Volunteers of America Head Start Parent Child Center
Ray Hernandez, Head Start Director, and currently Director of Children's Services for Volunteers of America
Bita Ghafoori, ART Project Teacher, January 1993 to present
Jaya Sastri, ART Project Teacher, August 1992 through December 1992
Cecelia Romero, Teacher
Iris Vargas, Teacher
Josefina Carrera, Teacher
Helia Fields, Mental Health/Disabilities Coordinator
Dorothy Smith, Education Coordinator
Carolyn Kordich, Social Services Coordinator
Carol Iniguez, Parent Involvement Coordinator

Los Angeles Target Cities Staff
Richard E. Browne, Chief, Grants and Treatment Programs, Los Angeles Target Cities Project, Los Angeles County Alcohol and Drug Program Administration, July 1993 to present
Oscar Rascon, Project Director, Los Angeles Target Cities Project, Los Angeles County Alcohol and Drug Program Administration, October 1991 through June 1993
Cynthia Farias-Munguia, Project Manager for Target Cities, Los Angeles County Alcohol and Drug Program Administration
Pauline Lopez, Social Services Coordinator, Target Cities, Los Angeles County Alcohol and Drug Program Administration

Watts Health Foundation, Uhuru Outpatient Center
Kathy Shakir, Director of Outpatient Services
Rick Taira, Coordinator, Community Resource Center
Angela Screen, SCCRC

Joint Efforts, Inc.
Pat Herrera-Duran, Executive Director

South Bay Community Resource Center
Sue Rados, Director, October, 1992 to present
Bill Cordero, Director, October, 1991 through October, 1992
Luzelena Garcia, Resource Specialist
Barbara Rock, Therapist
Dolores Padilla, Counselor

00 7

El Proyecto Del Barrio
Mary Hernandez, Executive Director
Maria Estrada, Community Resource Worker
Lori Franco, Community Resource Worker

Behavioral Health Services—Lincoln Heights Family Resource Center
Mary Santos, Program Director, January 1993 to present
Dr. Jefferson Sa, Program Director, October 1991 through December 1992
Rosaura Campos, Coordinator, Community Resource Center
Celia Aragon, Data Manager
Mary Cisneros, Case Manager

West Area Opportunity Center
David Abelar, Executive Director
Bettye Brown-Crawford, Coordinator, Coastal Region Community Resource Center

Los Angeles County Office of Education

Donald W. Ingwerson
Superintendent

Los Angeles County Board of Education

Frank J. Alderete
President

Maria Elena Gaitán
Vice President

Carlos C. Barrón

Lewis P. Bohler, Jr.

Vivian Shannon

Michaelene D. Wagner

Sophia Waugh

December 22, 1994

Susan Weber
Special Assistant to the Commissioner
Administration on Children, Youth and Families
P.O. Box 1182
Washington, D.C. 20013

Dear Mrs. Weber,

We are pleased to submit the enclosed Final Report for Grant Number 90-CD-0831, for the Los Angeles Target Cities/Head Start Substance Abuse Initiative.

We appreciate your vision and support throughout this successful three-year project. You may find the materials in appendix "H" of special interest as a summary of this project from the point of view of parents and staff.

As you are aware, the project will continue through a restructuring process that will work directly through the Los Angeles County Office of Education Head Start Grantee. Part of the restructuring will include expansion in a larger number of delegate agencies. In addition, the three existing substance abuse projects will work together to assure successful restructuring to incorporate substance abuse intervention and prevention into the ongoing Head Start program.

We look forward to working with you and the Head Start Bureau on future projects to support Head Start children and families.

Sincerely,

Roberta Savage-Brzozowski
ART Project Liaison Coordinator

cc: Ruth Hopkins
Andrew Kennedy
Frank Lorah
Richard Brown
Vincent Bello

9300 Imperial Highway, Downey, California 90242-2890 (310) 922-6111

Los Angeles County Office of Education

December 22, 1994

Donald W. Ingwerson
Superintendent

Los Angeles County Board of Education

Frank J. Alderete
President

Maria Elena Gaitán
Vice President

Carlos C. Barrón

Lewis P. Bohler, Jr.

Vivian Shannon

Michaelene D. Wagner

Sophia Waugh

Ms. Roberta Savage-Brzozowski
Project Liaison Coordinator
Assessment, Referral, and Retention (ART) Project

Dear Roberta:

Please find enclosed 60 copies of the Final Program Evaluation Report for the ART Project. Overall, one task was judged to be uncompleted and two more were finished a little later than expected. This frequently happens, especially during a multi-year project. If project success can be measured by the percentage of project tasks completed, the ART project did extremely well. Out of a total of 30 project tasks to be accomplished, 29 actually were completed by the date called for in the objective or shortly thereafter. The overall project task completion rate was 96.7% (29/30). This of course, is remarkably high.

This final report is divided into three main parts plus appendices:

- Part A-Final Evaluation, December 1994
- Part B-Interim Report, August/December 1993
- Part C-Evaluation Update, June 1993
- Appendices-very extensive.

I have enjoyed working with you and your ART special teachers, Bita Gharfoori and Christina Roman-Fickewirth. Having completed the evaluation and having visited a number of head start and treatment sites, I have decided that this is a worthwhile project and I'm glad to know that it will be expanded and incorporated into Head Start.

Sincerely yours,

Donald L. Kester, Ph.D.
Consultant
Program Research and Evaluation
Division of Educational Support Services

9300 Imperial Highway, Downey, California 90242-2890 (310) 922-6111

FINAL EVALUATION REPORT

For

The Assessment, Referral, and Training Project
(1991-1994)

Prepared by:

Donald L. Kester, Ph.D.
Consultant, Program Evaluation and Research
Division of Educational Support Services
Los Angeles County Office of Education
Downey, California

December 1994

Part A
Final Evaluation
December 1994

Assessment, Referral, and Training Project
Final Program Evaluation Report
1991-1994

Section 1

INTRODUCTION TO THE PROJECT EVALUATION

Over the three years of the ART project only minor revisions, (e.g., objective 4.8) were made to the original evaluation plan which was itself based closely on the original grant application. Those revisions to evaluation plan objectives resulted in a better match between the way the objective was written, and what was reasonable to expect. Furthermore, care was taken to see to it that revised objectives continued to represent high quality. All revisions were submitted to the funding agency prior to becoming actual program evaluation statements.

Before proceeding to Sections 2 and 3 of this evaluation report, the evaluator wishes to especially thank Mrs. Roberta Savage-Brzozowski, the ART project liaison coordinator. Appreciation also goes to Mrs. Christina Roman-Fickewirth and Mrs. Bita Ghafoori, the two special teachers. For most of the secretarial work, appreciation goes to Mrs. Merlyn Madrigal, Dr. Kester's secretary. Other secretaries who helped are Vicki Bleazard and Rachel Hoo. In addition, Dr. Alice Healy-Sesno, consultant-in-charge, Evaluation, Health, and Pupil Services Unit, Division of Educational Support Services coordinated delivery of county evaluation services to the ART project. Also providing support were Dr. Nancy Krause, director, Division of Educational Support Services, and Dr. Gilberto Anzaldua, assistant superintendent, Educational Support Services, Los Angeles County Office of Education.

Section 2

EVALUATOR'S OPINION REGARDING THE PROGRAM MANAGEMENT AND EVALUATION PLAN ELEMENTS

The evaluator agrees with the proposed evaluation instruments, data collection, data analysis, and data presentation procedures called for in the Program Management and Evaluation Plan, as revised, for the three years of program operation, 1991-1994.

Section 3

RESULTS OF THE EVALUATOR'S ON-SITE VISITS, DATA GATHERING, AND ANALYSES

The program evaluator made official on-site evaluation visits to the project liaison coordinator's office as well as to Head Start and treatment center sites on the following dates:

Table 1

Dates of ART Project Evaluator's Official On-Site Visits

March 24, 1992	April 6, 1994
May 21, 1992	April 12, 1994
June 23, 1992	June 2, 1994
October 23, 1992	August 24, 1994
March 1, 1993	October 19, 1994
June 10, 1993	October 28, 1994
June 11, 1993	December 9, 1994
June 17, 1993	December 16, 1994
September 17, 1993	December 19, 1994
October 6, 1993	December 22, 1994

During the official on-site visits noted above, the evaluator conducted structured and unstructured interviews, reviewed documents, curriculum materials, student work, and other records. He visited all project Head Start sites and all but one project treatment centers. An on-site visit was scheduled for the Watts Health Foundation, out-patient center, but an unscheduled event—the Los Angeles riot—occurred then.

Interviews with Head Start teachers and treatment center staffs were extensive and audio taped. A review of the transcripts showed that all were well informed about what was expected and had evidence to prove that project tasks related to their activities were being accomplished. Frequent interviews and data reporting from the two special teachers showed the same for project tasks assigned to them.

The data gathered during his on-site visits, plus that received by mail later, form the foundation on which the evaluator based his findings together with his conclusion as to whether or not each project objective in the evaluation plan was attained.

In retrospect, the ART project seems well planned, well managed and well documented.

<u>Objective 2.4</u>
(Application Reference Objective 1.5) By July 1992 the ART project liaison coordinator (PLC) will identify and hire qualified key staff and identify participating agencies. ***(Evidence: Minutes [kept by PLC], Advisory Committee will review, evaluator and PLC will draft letter to Susan Weber regarding evaluation and highlighting specific services and support provided by target cities to head start and their families including training, referrals, and counseling. [kept by PLC].)***

The term, "key staff" refers to the two specially trained teachers who would work not only with head start teaching staff but also with parents and others. Fortunately, one of the specially trained teachers was able to serve through the entire project period. Unfortunately, the second specially trained teacher position suffered from staffing problems.

Vacancies were unfilled, first related to death, then by travel-related absence. A critical staff person died in March 1992. This resulted in a critical staffing situation for the small agency and delayed the hiring for the project. Once hired, the special teacher served for four months—until her husband was transferred to Michigan.

The PLC arranged coverage by dividing the assignment into two parts and assigning half to an educational coordinator and half to a special needs coordinator.

In addition, the liaison coordinator faced another set of difficulties. Written into the original grant was the expectation that two agencies—Volunteers of America (VOA) and Kedren Community Health Center would share (80%-20%) one specially trained teacher. This expectation turned out to be impossible to realize. And the realization took months to recognize.

Some of the problems encountered were:

- The two agencies had different work years, ten months for one, twelve months for the other,
- The two agencies had different benefits,
- The two agencies had different salaries,
- The two agencies had different calendars within the work year, and
- Finally, the two had very different coverage in the liability area, especially for workman's compensation.

After the project teacher left for Michigan, the position was left unfilled for six weeks until the decision to drop Kedren was reluctantly made. One reason it was reluctantly made was because Kedren is located in South-Central Los Angeles where the population is predominantly African American.

A second project teacher was hired by VOA on September 1, 1993, and she still continues to be the ART project teacher as of December 1994.

Despite facing difficulties which had to be overcome, the liaison coordinator did "identify and hire qualified key staff and did identify participating agencies." (See Appendix A, Items 1-4.)

Conclusion
This objective was attained.

Objective 2.5
(Application Reference Activity 3.2) By September 30, 1992, the PLC, head start staff, and agency staff will employ and orient specially trained teachers and/or assistant teachers for working with head start teaching staff. ***(Evidence: Agency or Board minutes, orientation schedule [kept by PLC].)***

Orientation and training took place at a meeting held on March 25, 1992, at the Sheraton Norwalk Hotel. (See Appendix B, Item 1.) Because one specially trained teacher position was unfilled due to death, another orientation was held for the person hired into that position. The date of that later inservice was February 25, 1993. (See Appendix B, Item 2.)

Conclusion
This objective was attained.

Objective 3.4
By June 1994 the STAR Project staff, Family Service Center staff, and Target Cities staff will expand existing referral network to include STAR and Family Service Center sites. ***(Evidence: Minutes and agendas.)***

Objective 5.0
By June 1994 the Target Cities staff, STAR Project staff, ART Project staff, and Family Service Center staff will participate in joint planning and implementation of staff development related to substance abuse and families with young children. ***(Evidence: Minutes, agendas, and programs.)***

Two large, inclusive conferences were held. One was entitled, "S☆ ART: Building Partnerships Toward Healthy Families and Communities." It was held in September 1992. (See Appendix C, Items 1-3.) The other one which was entitled, "Synergy, Systems, and Support for Children and Families Affected by Substance Abuse" was held in January 1994. (See Appendix C, Items 4 and 5.) In addition, within the larger "Leadership 2000, Reinventing America's Schools" Conference, a breakout session dealt with the "joint planning and implementation" called for in this objective. (See Appendix C, Item 6.)

Finally, there are minutes of an "ART/STAR/Family Service Center" meeting on July 25, 1994, and original "memos of understanding" between agencies. (See Appendix C, Items 7 and 8.) The memos of understanding show that agreements between agencies existed during this ART funded project. The meeting minutes from July 1994 show that the agencies continued to work together to plan for the future without external, categorical grant support for ART.

Conclusion
This objective was attained.

Objective 4.3
(Application Reference Activity 2.IV) By September 1992 the PLC, delegate agency directors, and Parent Involvement Coordinators Policy Council/Committees will develop schedule for grantee and delegate agency parent, client, and staff orientation and training in the beginning of the new school year. ***(Evidence: Sign-in sheets and/or agendas [kept by PLC].)***

Parent, client, and staff orientation and training by the two specially trained teachers was ongoing. A sample of presentations by one of those specially trained teachers is shown below in Table 2. (See Appendix D, Items 1-4.)

Table 2
Information and Orientation Presentations at Site Meetings
by One Specially Trained ART Project Teacher

Site Meetings			
Time Frame	**Number**	**Locations**	**Number of Attendees**
September 1993	7	Pasadena City College, Los Angeles County Office of Education, Alatorre, Los Angeles, San Pedro, and Wilmington	64
October 1993	12	Behavioral Health Service (BHS)—Olympic Office, Sunol Center, MacLaren Site, Red Cross, Euclid, Asbury, and BHS-Mission Office	208
November 1993	13	El Sereno Library, East Los Angeles YMCA, Plaza de la Raza, Euclid, Asbury Recreation Center, and Murchison Elementary School	232
December 1993	6	Socorro Outpatient Clinic, Pasadena, NHSA, and El Sereno.	71
January 1994	6	Euclid, Long Beach Renaissance, Boys' and Girls' Club.	146
February 1994	4	El Sereno Library, Volunteers of America, Santa Fe Springs, Town Center, and Westin Hotel at the Airport	174
March 1994	19	Euclid, El Sereno Library, Santa Fe Springs Town Center, Socorro outpatient office, Bobbi's office, United site, Asbury, Vallejo, California State University, Boys' and Girls' Club, and West Whittier	305

A sample of parent, client, and staff orientation and training presentations by the other specially trained teacher is shown in Table 3 below. (See Appendix D, Items 5-10.)

Table 3
Information and Orientation Presentations at Site Meetings
by the Other Specially Trained ART Project Teacher

Site Meetings			
Time Frame	**Number**	**Locations**	**Number of attendees**
February 1994	12	Parent Child centers, Santa Fe Springs Town Center, Plaza de la Raza, and Fairfax VA.	384
March 1994	10	Parent Child Center, Downey, Sunol Center, East Los Angeles, Fairfax VA, Santa Fe Springs Town Center, and Long Beach State University	476
April 1994	9	Harbor City, Anaheim, Downey, North Hollywood, Los Angeles, and Pasadena	221
May 1994	10	Downey, North Hollywood, Harbor City, San Pedro, San Gabriel Valley, and Santa Fe Springs	346
June 1994	14	Los Angeles, Norwalk, Arleta, North Hollywood, Harbor City, East Los Angeles, Downey, Santa Fe Springs, and Telephone	219
July 1994	10	Harbor City, North Hollywood, Arleta, Los Angeles, San Diego, Downey, Santa Monica, and South Central	275
August 1994	15	Harbor City, North Hollywood, El Proyecto del Barrio, Downey, Pt. Ferman Park, Patriche Hall, and Harbor Park	304

The planning of, as well as the actions necessary to carry out the plan, were accomplished as intended.

Conclusion
This objective was easily attained. Information and orientation presentations were quite numerous.

Objectives 4.7
(Application Reference Activity 3.4) By September 1993 the Target Cities and ART project staff will provide cross training in: counseling, referrals, roles and responsibilities, services available, treatment, and after-care services. ***(Evidence: Sign-in sheets, agendas, materials [kept by agency staff], and minutes [kept by PLC].)***

Cross-training was taking place at least a year earlier, by September 1992, as shown by a memo, directions for proceeding and actual forms already created. (See Appendix E Item 1 for the memo and Items 2-7 for a sample of the procedures and forms to be used.)

Conclusion
This objective was attained.

Objectives 4.8
(Application Reference Objective 2.3) On an on-going basis, approximately 30 cross-trained staff and parents from Head Start and the Enhancement Programs will provide information and orientation regarding the ART Project, Substance Abuse and/or Child Abuse to 1,000 parents and staff. This will include training provided by Target Cities and Project staff, to outside agencies and consultants in the areas of substance and/or child abuse for Head Start support staff.

Note
Two full-time specially trained ART project teachers were written into the original grant application. Also in that application was a statement that 1,500 parents and staff would receive information and orientation on the ART project, substance abuse and/or child abuse. The number of parents and staff to be reached was reduced from 1,500 to 1,000. This reduction was made because of the unexpected staffing difficulties mentioned above. (See Objective 2.4.) (Evidence: Agendas, sign-in sheets [kept by agency staff] and minutes [kept by PLC].)

Interim Findings
The external program evaluator reviewed the records of the PLC on March 1, 1993. By that date, her records showed that 600 parents and staff had received information and orientation regarding this project, and substance abuse and/or child abuse.

Interim Conclusion
A quick comparison between the number reached by March 1, 1993–600–and the number to be reached by September 30, 1994–1,000–revealed that 400 more remained to be reached during the 1993-94 school year.

Final Findings
By the end of November 1994, the external program evaluator had again reviewed the records of the PLC. Two sets of data supported the assertion that at least 400 more parents and staff received information and orientation regarding the ART Project as well as substance abuse and/or child abuse.

First, more than 500 attended the conference, "Synergy, Systems, and Support for Children and Families Affected by Substance Abuse" held on January 10-11, 1994. (See Appendix C, Items 4 and 5.) Second, see the two samples of site presentations made by the specially trained ART project teachers; that is, see Objective 4.3. (See also Appendix D.) (For still more documentation, please see Appendix F, Items 1-3.)

Conclusion
This objective was attained.

Objective 4.9
(Application Reference Activity 3.5) By September 1994 the Trainer of Trainers (specially trained teachers) will train a core of specially trained teachers to continue training other teachers as the program grows. Training will be: Sequential, cumulative, and capacity building. Training will be conducted using lecture, demonstration, coaching, and feedback strategies. Time spent in the classrooms will be devoted to "teaching the teachers." Coaching on previous teaching sessions, providing feedback on the training, and assisting classroom teachers with IEPs, evaluations, assessments of substance-exposed children. ***(Evidence: Teacher calendar and notations, staff supervisors' evaluations, anecdotal records of supervisors, and evaluator observations.)***

Training was based in large part on what was learned during a "two-day trainer of trainers' session" entitled, "Teaching Strategies for Young Children: Drug Exposed and At Risk." The training materials and manual were provided by the Hillsborough Education Foundation of Tampa, Florida. (See Appendix G Item 1 for the title page of the trainers' manual, Item 2 for the table of contents, Item 3 for the introduction, Item 4 for the philosophy, Item 5 for the course goals, and Item 6 for a partial list of training sessions attended by one ART special teacher.

Conclusion
This objective was attained.

Objective 5.2
(Application Reference Activity 3.3) By the end of: September 30, 1992; September 30, 1993; and September 30, 1994, the two specially trained teachers will rotate among the sites. ***(Evidence: Sign-in sheets, agendas [kept by agency staff], and observation by coordinator [kept by PLC].)***

Both of the specially trained teachers rotated among many different sites for various purposes. For example, sign-in sheets and/or agendas were available for nearly all of the presentations listed in the "Findings" section under Objective 4.3.

Conclusion
This objective was easily attained.

Objective 5.4
(Application Reference Objective 1.3) On an on-going basis Head Start agencies will provide comprehensive services for children and families referred by Target Cities Project. ***(Evidence: Site enrollment records, sign-in sheets for meetings, minutes [kept by agency staff].)***

Objective 5.5
(Application Reference Objective 1.4) On an on-going basis, the Target Cities Enhancement Project will provide family assessment, staff training, referral and counseling. ***(Evidence: Enrollment records, agendas for staff training [kept by ADP agency staff].)***

The "comprehensive services" in Objective 5.4 includes those areas mentioned in Objective 5.5. "Family assessment" was a routine process which was well integrated into the project. "Staff training" was extensive. (See Objective 4.3.) The "referral and counseling" in Objective 5.5 relates to cross-referral between Head Start sites and treatment centers as well as those counseling interventions taken at the treatment sites. The term, "counseling," narrowly construed, refers only to those actions taken by a California State licensed counselor—who in this case, worked at a treatment site.

The two specially trained teachers provided information to at-need parents by explaining the various forms of assistance available to them at treatment centers. In turn, treatment center staff referred their clients who were parents of young children to Head Start.

A record of the cross-referrals was made and reported by the specially trained teachers to the PLC on a quarterly basis. (See Appendix H.)

Conclusion
This objective was attained.

Objective 5.6
By June 1994 the Target Cities staff, Head Start, ART, STAR, and Family Service Center staff will design a joint case management model and implement the model in at least one site. ***(Evidence: Management model included in joint training packets and/or minutes from planning meetings. Scheduled joint case planning conference.)***

A joint case management model was not created or implemented.

Conclusion
This objective was not attained.

Notation
It now appears that a much larger grant over a much longer time frame would be required to accomplish this task.

Objective 6.3
By April 1994 the educational program evaluation will conduct formal on-site evaluation visits. ***(Evidence: Calendars.)***

A number of on-site visits were made, in 1992, 1993, and 1994. (See Table 1.)

Conclusion
This objective was attained.

Objective 6.4
By December 1994 the educational program evaluator will submit the final evaluation report for the ART project. ***(Evidence: Certified receipt for mailing the report in December 1994.)***

The receipt is available.

Conclusion
This objective was attained.

Part B
Interim Evaluation Report
August, December 1993

Assessment, Referral and Training Project
Program Evaluation Plan
1991 - 1994

Goal #1 - Establish Interagency Commitment

Objective	Target Group/Key Staff	Task	Date	Evidence	Evaluator's Responses
1.1 (Application Ref. Activity 1.VI)	Senior Project Director Target Cities Director Project Liaison Coordinator (PLC.)	Plan and develop agreement between Target Cities agencies and LACOE Grantee for participation in project.	November 30, 1992	Signed Agreement (MOU) Minutes of Office of Treatment Improvement (Kept by PLC)	**Findings** During his March 1, 1993, on site visit to the coordinator's office the evaluator found signed MOU agreements and minutes. **Conclusion** This Objective was attained.
1.2 (Application Ref. Activity 1.VII)	Senior Project Director Target Cities Director Project Liaison Coordinator	Plan and develop sub-agreement for selected and participating LACOE delegate agencies.	November 30, 1992	Signed Contracts (Kept by Head Start Grantee Office Project Manage)	**Findings** By March 1, 1993, two of the necessary three contracts had been signed. On July 18, 1993, the evaluator received a fax of the third contract which included a signature. **Conclusion** This Objective was attained.

23

24

Assessment, Referral and Training Project
Program Evaluation Plan
1991 - 1994

Goal #2 - Identify Sites, Populations and Staff

Objective	Target Group/Key Staff	Task	Date	Evidence	Evaluator's Responses
2.1 (Application Ref. Activity 1.II)	Project Liaison Coordinator Delegate Agency Directors	Designate specific delegate agency sites/classrooms to receive children referred by Target Cities	March 31, 1992	Minutes (Kept by PLC)	**Findings** On March 1, 1993, the coordinator's files were to found to include minutes that showed the sites/classrooms had been designated. **Conclusion** This Objective was attained.
2.2 (Application Ref. Activity 1.III)	Target Cities project Director	Designate specific Target Cities treatment centers for referrals made by LACOEs delegate agencies.	March 31, 1992	Minutes (Kept by PLC)	**Findings** The coordinator's records showed that treatment centers had been designated. **Conclusion** This Objective was attained.
2.3 (Application Ref. Activity 3.1)	Grantee Staff Project Liaison Head Start Agency Staff Enhancement Project Staff	Announce and advertise position vacancy for specially trained teachers and/or assistant teachers.	May, 1992	Personnel announcements (Kept by Head Start Grantee Office: Project Mgr.)	**Findings** The evaluator saw a job description for the Head Start State Preschool Teacher II position. **Conclusion** This Objective was attained.

Assessment, Referral and Training Project
Program Evaluation Plan
1991 - 1994

Goal #2 - Continued

Objective	Target Group/Key Staff	Task	Date	Evidence	Evaluator's Responses
2.4 (Application Ref. Objective 1.5)	Project Directors Evaluator	Identify and hire qualified key staff and participating agencies.	July, 1992	Minutes (kept by PLC) • Advisory Committee will review. • Evaluator and PLC will draft letter to Susan Weber regarding evaluation and highlighting specific services and support provided by Target Cities to Head Start and their families including training, referrals, and counseling. (kept by PLC)	
2.5 (Application Ref. Activity 3.2)	Project Liaison, Coordinator Head Start Staff Agency Staff	Employ and orient specially trained teachers and/or assistant teachers for working with Head Start teaching staff.	September 30, 1992	Agency or Board Minutes. Orientation Schedule (kept by PLC)	

Assessment, Referral and Training Project
Program Evaluation Plan
1991 - 1994

Goal #3 - Cross Referral

Objective	Target Group/Key Staff	Task	Date	Evidence	Evaluator's Responses
3.1 (Application Ref. Activity 1.IV)	Project Liaison Coordinator Delegate Agency Directors Policy Committees	Provide orientation and assistance to delegate agencies in implementation of new recruitment and referral plan	March 31, 1992	Agendas and minutes (kept by PLC)	**Findings** A cross referral training workshop was held on March 25, 1992, at the Norwalk Sheraton Hotel. Minutes showed that a follow up discussion took place on this topic. **Conclusion** This objective was attained.
3.2 (Application Ref. Activity 1.V)	Target Cities project Director Delegate Agency Directors	Begin referrals by Target Cities Program to designated Head Start delegate agencies	April 30, 1992	L.A. Target Cities Policy Advisory Committee minutes. (kept by Target Cities Project Director)	**Findings** Minutes showed that referrals were discussed monthly during ART Project Team Meetings. **Conclusion** This objective was attained.

Assessment, Referral and Training Project
Program Evaluation Plan
1991 - 1994

Goal #3 - Cross Referral

3.3 (Application Ref. Activity 1.I)	Project Liaison Coordinator Delegate Agency Directors Social Services Coordinators Policy Committees	Define model recruitment and referral plan for use by LACOE delegate agencies and Enhancement Project.	June 30, 1992	Minutes (kept by PLC)	**Findings** Several forms and an overall plan were found to be on file with the project liaison coordinator. (PLC) **Conclusion** This objective was attained.
3.4 Re-funding Application	STAR Project staff; Family Service Center Staff; Target Cities Staff	Expand existing referral network to include STAR and Family Service Center sites.	June, 1994	Minutes and agendas	

Assessment, Referral and Training Project
Program Evaluation Plan
1991 - 1994

Goal #4 - Cross Training - Will continue cross-training in the areas of: Understanding substance abuse, coping with substance abusers, counseling staff and family members on how to identify and assist in referring substance abusers to treatment, and aftercare services and techniques.

Objective	Target Group/Key Staff	Task	Date	Evidence	Evaluator's Responses
4.1 (Application Ref. Activity 2.I)	Project Liaison Coordinator Delegate Agency, Directors, Parent Involvement Coordinators Policy Council/Committees	Plan and develop orientation/training plan for grantee and delegate agency staff.	July 30, 1992	Sign-in sheets and/or agendas (kept by PLC)	**Findings** Sign-in sheets showed staff attendance at the orientation/training meeting. **Conclusion** This objective was attained.
4.2 (Application Ref. Activity 2.II)	Project Liaison Coordinator Delegate Agency, Directors, Parent Involvement Coordinators Policy Council/Committees	Plan and develop orientation/training plan for grantee and delegate agency parents.	July 30, 1992	Sign-in sheets and/or agendas (kept by PLC)	**Findings** Sign-in sheets showed parent attendance at the orientation/training meeting. **Conclusion** This objective was attained.

Assessment, Referral and Training Project
Program Evaluation Plan
1991 - 1994

Goal #4 - Cross Training - Will continue cross-training in the areas of: Understanding substance abuse, coping with substance abusers, counseling staff and family members on how to identify and assist in referring substance abusers to treatment, and aftercare services and techniques.

4.3 (Application Ref. Activity 2.IV	Project Liaison, Coordinator Senior Project Director Delegate Agency Directors Parent Involvement Coordinators Policy Council/Committees	Develop schedule for grantee and delegate agency parent orientation and training in beginning of new school year.	September, 1992	Sign-in sheets and/or agendas (kept by PLC)	
4.4 (Application Ref. Activity 2.III)	Project Liaison Coordinator Senior Project Director Delegate Agency Directors	Develop schedule for grantee and delegate agency staff orientation and training in preparation for new school year opening.	September 1, 1992	Written schedule (kept by grantee office - project manager	**Findings** Four pages of sign-in sheets showed that the staff orientation and training took place at Plaza de La Raza on September 18, 1992. **Conclusion** This objective was attained.

35

36

Assessment, Referral and Training Project
Program Evaluation Plan
1991 - 1994

Goal #4 - Cross Training (Continued)

Objective	Target Group/Key Staff	Task	Date	Evidence	Evaluator's Responses
4.5 (Application Ref. Objective 2.1)	Head Start staff and Target Cities staff	Will begin cross-training in the areas of: Roles and responsibilities of each agency to this project, the referral process, staff involvement in that process, treatment and aftercare.	October 1, 1992	Minutes (kept by PLC)	**Findings** A cross training workshop was held at the Norwalk Sheraton Hotel. Minutes of that work-shop showed that follow-up discussions on this topic were held. **Conclusion** This objective was attained.
4.6 (Application Ref. Activity 2.V)	Delegate Agency Directors Support Staff Project Liaison Coordinator	Include substance abuse training in all staff and parent orientations.	November, 1992	Advance agendas and sign-in sheets (kept by delegate agency staff at each of the 3 sites.)	**Findings** The evaluator saw a copy of the November report which clearly showed that substance abuse was included in training. **Conclusion** This objective was attained.
4.7 (Application Ref. Activity 3.4)	Target Cities and ART Project Staff	Provide cross training in: • Counseling • Referrals • Roles and Responsibilities • Services Available • Treatment • After-Care Services	September, 1993	Sign-in sheets, agendas, materials (kept by agency staff), and minutes (kept by PLC).	

Assessment, Referral and Training Project
Program Evaluation Plan
1991 - 1994

Goal #4 - Cross Training (Continued)

Objective	Target Group/Key Staff	Task	Date	Evidence	Evaluator's Responses
4.8 (Application Ref. Objective 2.3)	Approximately 30 cross-trained Staff and parents from Head Start and the Enhancement Programs.	Will provide information and orientation regarding the ART Project, Substance Abuse and/or Child Abuse to approximately 1,000 parents and staff at their delegate agency. Including one day training provided by Target Cities and Project staff, to outside agencies and consultants in the areas of substance and/or child abuse for Head Start support staff. Note Two full-time specially trained ART project teachers were written into the original grant application. Also in that application was a statement that 1,500 parents and staff would receive information and orientation on the ART project, substance abuse and/or child abuse. The number of parents and staff to be reached has been reduced from 1,500 to 1,000 since one of the project teacher positions was unfilled for 1 1/2 years. Unfortunately, there was an untimely death.	On-going through September 30, 1994	Agendas, sign-in sheets (kept by agency staff), and minutes(kept by PLC).	**Findings** The external program evaluator reviewed the records of the project liaison coordinator on March 1, 1993. By that date her records showed that 600 parents and staff had received information and orientation regarding this project, and substance abuse and/or child abuse. **Conclusion** A quick comparison between the number reached so far, 600, and the number to be reached by September 30, 1994, 1,000, reveals that 400 more remain to be reached during the 1993-94 school year.

Assessment, Referral and Training Project
Program Evaluation Plan
1991 - 1994

Goal #4 - Cross Training (Continued)

4.9 (Application Ref. Activity 3.5)	Trainer of Trainer (Specially Trained Teachers)	Train a core of specially trained teachers to continue training other teachers as the program grows. Training will be: • Sequential • Cumulative • Capacity-Building Training will be conducted using lecture, demonstration, coaching and feedback strategies.	September, 1994	Teacher calendar and notations, staff supervisors' evaluations, anecdotal records of supervisors, and evaluator observations.	

Assessment, Referral and Training Project
Program Evaluation Plan
1991 - 1994

Goal #4 - Cross Training (Continued)

Objective	Target Group/Key Staff	Task	Date	Evidence	Evaluator's Responses
4.9 (Continued)		Time spent in the classrooms will be devoted to "teaching the teachers:" • Coaching on Previous Teaching Sessions • Providing feedback on the training. • Assisting classroom teachers. With IEPs evaluations, assessments of substance-exposed children.			

Assessment, Referral and Training Project
Program Evaluation Plan
1991 - 1994

Goal #5 - Provide Services

Objective	Target Group/Key Staff	Task	Date	Evidence	Evaluator's Responses
5.0 Re-funding Application	Target Cities Staff, STAR Project Staff, ART Project Staff and Family Service Center Staff	Participate in joint planning and implementation of staff development related to substance abuse and families with young children.	June, 1994	Minutes, agendas and programs	

Goal #5 - Provide Services (Continued)

Objective	Target Group/Key Staff	Task	Date	Evidence	Evaluator's Responses
5.1 (Application Ref. Activity 3.6)	Grantee Staff Agency Staff Project Liaison Coordinator	Will assign two of the specially trained teachers to assist regular classroom teachers working with substance-exposed children.	November, 1992	Minutes from project advisory committee meeting. (kept by PLC)	**Findings** As of June 1993, there was one specially trained teacher who was working out of an office at Plaza de la Raza. As of June 1993, the second teacher's position was vacant. It had been filled earlier. By September 1, 1993, both teacher positions had been filled. **Conclusion** During the first two years of the project this objective was sometimes attained and sometimes not attained. (See Objective 4.8.) However, as of the first week of September 1993 this Objective was attained.

5.2 (Application Ref. Activity 3.3)	Two Specially Trained Teachers	Rotate among the sites.	September 30, 1992 September 30, 1993 September 30, 1994	Sign-in sheets, agendas (kept by agency staff), and observation by coordinator (kept by PLC).	**Findings** During his June 1993 on-site visits to sites, the evaluator was shown folders containing the sign-in sheets. **Conclusion** Before September 30, 1993, this objective was being attained.

Assessment, Referral and Training Project
Program Evaluation Plan
1991 - 1994

Goal #5 - Provide Services (Continued)

5.3 (Application Ref. Objective 1.1)	At least: 32 Substance exposed children and 100 of their families and Head Start staff	Will receive the following services: • Training • Referral • Counseling	September 30, 1994	Staff logs, notations, sign-in sheets, agendas, minutes, observations, reports, and coordinator records (kept by agency staff.)	
5.4 (Application Ref. Objective 1.3)	Head Start Agencies	Will provide comprehensive services for children and families referred by Target Cities project.	On-going	Site enrollment records, sign-in sheets for meetings, minutes (kept by agency staff.)	
5.5 (Application Ref. Objective 1.4)	Target Cities Enhancement Project	Will provide family assessment, staff training, referral and counseling	On-going	Enrollment records, agendas for staff training (kept by ADP agency staff.)	
5.6 Refunding Proposal	Target Cites Staff, Head Start ART and STAR and Family Service Center Staff	Design a joint case management model and implement the model in at least one site.	June, 1994	Design included in joint training packets and/or minutes from planning meetings. Scheduled joint case planning conference.	

Assessment, Referral and Training Project
Program Evaluation Plan
1991 - 1994

Goal #6 - Conduct Evaluation

Objective	Target Group/Key Staff	Task	Date	Evidence	Evaluator's Responses
6.1	Evaluator and PLC	Create Program Evaluation Plan based upon grant application and recommended improvements suggested by funding agency.	July, 1992	Completed Program Evaluation Plan (Kept by PLC)	**Findings** Susan Weber in Washington, D.C., wrote the project coordinator in September 1991. In her letter, Ms. Weber provided suggested revisions to the ART grant proposal. In late September 1991, attached to a letter back to Ms. Weber, was a revised set of measurable objectives for the ART project. In May and June 1992, the project coordinator and the external program evaluator met to write the program evaluation plan which incorporated the suggested revisions. **Conclusion** This objective was attained.

Assessment, Referral and Training Project
Program Evaluation Plan
1991 - 1994

Goal #6 - Conduct Evaluation

6.2	Evaluator	Conduct preliminary formative evaluation on-site visits.	April, 1993	Calendar of meetings with staff responsible for evidence.	**Findings** There was a riot in Los Angeles in the spring of 1992. The civil unrest was sparked by a "not guilty" judgment for four Los Angeles policemen accused of beating motorist King. After the riots, a federal charge of "violation of King's civil rights" was filed. The federal case was due to be heard in court in the spring of 1993. Los Angeles braced for another riot as the judgment of the federal court approached. In this tense situation the on-site visits by the evaluator were postponed until after the court's decision. On-site visits were made on June 10 and 17, 1993, instead of in April 1993. **Conclusion** Technically this objective was not attained since the formative evaluation visits took place in June instead of April 1993. However, the task was accomplished two months later than planned.

6.3	Evaluator	Conduct formal on-site evaluation visits.	April, 1994	Calendar	
6.4	Evaluator	Submit final evaluation report.	December, 1994	Written report	

Part C
Evaluation Update
June 1993

Project Evaluation Update

According to the original grant application, a project evaluation report is due to the funding agency following the end of the project; i.e., following September 30, 1994.

The decision was made that Dr. Donald L. Kester of the Division of Educational Support Services, Los Angeles County Office of Education would conduct the program evaluation, it was jointly decided by Dr. Kester and Bobbi Savage, the project facilitator, that an earlier formative evaluation would also be conducted. The formative evaluation would occur following the development of a project evaluation plan and before the summative evaluation report due date, which followed September 1994. Consequently, during the 1991-1992 school year Ms. Savage and Dr. Kester met several times to create the evaluation plan which would guide the two evaluations. A copy of that evaluation plan was submitted to the funding agency for their review and comments, if any. Having received no suggestions for revisions, the project evaluator and project facilitator have followed that plan. Chronologically evaluation has proceeded as described below.

I. Revision of the project objectives contained in the grant application and creation of the project evaluation plan (1991-1992)

II. Formative Evaluation (1992-1993)
The formative evaluation consisted of two main parts. The first part focused on the office of the project facilitator, while the second one focused on various other sites identified in the grant application and evaluation plan.

Project Facilitator's Records
During his on-site visit to the facilitator's office, the evaluator used the ten page evaluation plan to guide the review. Each objective in the plan was addressed one-by-one, and the facilitator located and opened file folders that contained the evidence called for in the plan to show that needed activities had occurred as described in the grant application and evaluation plan. For the most part, the plan itself withstood the document review. However, one page of the plan was judged to be redundant. For the other nine pages, the facilitator was generally able to easily produce the desired evidence.

Site Visits
Accompanied by the facilitator, the project evaluator made on-site visits and conducted interviews at the following locations:

- Plaza de la Raza
- Kedren Community Health Center
- Two Head Start Sites
- Joint Efforts Community Resource Center and
- Volunteers of America Parent/Child Center

Not visited this time, but on the evaluator's list to be visited early next fall are the Behavioral Health Service and the Watts Community Resource Center.

During those on-site visits, the evaluator:

I. Discussed the need for data as a basis not only for the formal summative project evaluation report, but also for the less formal, formative evaluation report (due September 30, 1993) and

II. Discussed in detail categories of data that might be collected routinely and periodically.

Fortunately, consensus was reached on a draft of a report form which would be filled out by site personnel and submitted quarterly to the project facilitator. That report form has the following seven sections:

I. A record of each presentation made routinely to individuals and/or groups (date, location, number attending, agenda, sign-in sheet, minutes, etc.)

II. A record of referrals from Head Start sites to drug and alcohol treatment program; e.g., Behavioral Health Services and Watts Community Resource Center

III. A record of referrals to Head Start sites from drug and alcohol treatment programs

IV. A record (log) of referrals made over the telephone

V. A record of presentations made to community outreach groups not listed under number one above

VI. Other, and finally

VII. A narrative description of a real case study, using fictitious names to insure confidentiality

During the on-site evaluation interviews, everyone was pleasant and cooperative. One difficulty arose and was discussed. That difficulty had to do with the confidentiality of records. It was decided that the report form could show either real names or a code—as long as the code exactly matched a file on a real person which would be shown to the evaluator during his on-site visits. After the evaluator's review of that confidential file it would be returned to a locked file.

The report form will be finalized this summer (1993) and will allow the evaluator to construct tables of summarized data; showing for example, where and how many presentations were made and how many people attended. In addition to the numbers, information from the actual case studies or vignettes will allow the evaluator to present examples of how real people were served or not served and why.

The formative evaluation report will be presented to the project facilitator and the project's advisory committee in early fall 1993.

Appendices

Appendix A
Item 1-1

Los Angeles County Office of Education

Stuart E. Gothold
Superintendent

Los Angeles County
Board of Education

Frank J. Alderete
President

Barbara G. Pieper
Vice President

Anne Nutter Bessette

Lewis P. Bohler, Jr.

Maria Elena Gastán

Marcia F. Volpert

Michaelene D. Wagner

July 9, 1992

Susan Weber
Administration on Children, Youth and Families
P.O. Box 1182
Washington, D. C. 20013

Dear Susan:

Subject: Grant No. 90-CD-0831/01

We have compiled the attached program evaluation plan for the Los Angeles Target Cities/Head Start Assessment, Referral and Training (ART) Project. This document reflects numerous meetings with project evaluator Dr. Donald Kester (resume attached) and myself to review the original project proposal submitted in August, and your helpful suggestions for clarification written September 5, 1991.

Please review this document for any suggestions you have. If possible, please let us know of necessary changes or additions to this evaluation plan by September, 1992. Unless we hear otherwise, we will assume that it is satisfactory "as is" and will distribute it to all ART project team members at out October meeting.

In addition, your letter of September 5th included a request for a summary of specific services and support provided by the Los Angeles County Alcohol and Drug Programs to Head Start students and their families in the areas of training, referrals and counseling.

In exploring this request with Oscar Rascon, Target Cities Project Director, we are assured that:

- Head Start/ART Project clients will have access, as appropriate, to all services that any other alcohol or drug treatment client receives, including:
  - Individual Counseling
  - Group Counseling
  - Family Therapy
  - Education
    - Parenting
    - Nutrition
    - Life Skills
    - Social/Recreational Activities that are alcohol and drug-free, and that involve the family.
  - Ancillary resources as needed, e.g. emergency food shelter, clothing, ready access to battered women shelters, legal aid, children's services, youth services through adolescence, immigration services, assistance with utilities, etc.

9300 Imperial Highway, Downey, California 90242-2890 (310) 922-6111

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Appendix A
Item 1-2

Oscar indicates that emergency services were used 335 times between March and April of this year.

Alcohol and Drug Program staff participate regularly as part of the ART Project steering committee, and are actively involved in the planning and implementation of the recruitment/referral process as well as the ongoing training that is part of the ART project.

If you need additional information in any of these areas, please do not hesitate to contact me.

Sincerely,

Roberta Savage
Project Liaison Coordinator
(310) 940-1812

RS: ssd

Enclosures

cc: Mary Lou Hamaker
Oscar Rascon

Appendix A
Item 2-1

Los Angeles County
Office of Education
September 24, 1992

TO: Marilyn Hosea, Director, Volunteers of America
Robert Owens, Executive Director, Kedren
Jeri Deffaüchet, Contracts, Kedren
Frank Lorah, Manager, Head Start

FROM: Roberta Savage, Project Liaison Coordinator

SUBJECT: ART Project Teacher - Kedren/Volunteers of America

The attached contract for release time reimbursement is a possible model for hiring our ART Project teacher.

Using this model, the grant money would be paid to the employing agency. The contract would be written between the two delegate agencies. Items 6, 7, and 8 address some of our concerns.

Per our contracts office, the employing agency would prepare the contract and send it to the second agency.

The contract should specify that supervision will be provided by the hiring agency with input for evaluation from the contracting agency.

Workers compensation will follow supervision. This can be stated as "During the time and to the extent that the employee is assigned to _____ agency to perform specified duties, workers compensation will be provided by the agency where the work is performed.

Hope this is helpful. Please give me a call, (310) 940-1812, if you have questions.

RS:ssd

enclosures

Appendix A
Item 2-2

C-92354:90:91

LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS

AGREEMENT
FOR
RELEASE TIME REIMBURSEMENT
INSTRUCTIONAL COMMUNICATIONS TECHNOLOGIES

The LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS, hereinafter referred to as County Superintendent, and

, DISTRICT, hereinafter referred to as District,

mutually agree as follows:

1. BASIS OF AGREEMENT AND SCOPE OF THE WORK

The County Superintendent's division os Instructional Communications Technologies provides a variety of services to school districts and other agencies within the County of Los Angeles and the State. It has been determined by the County Superintendent that assistance is required to provide continued mathematics support to school districts; to develop mathematics programs for teachers and parents; to develop and produce Educational Telecommunications Network (ETN) mathematics programs for staff development; and to develop and produce distance learning programs for students. District employs Ric Thomas, hereinafter referred to as Consultant, who has the required expertise to perform the work to be done. District agrees to assign Consultant to the County Superintendent in accordance with the terms and conditions of this Agreement.

2. PAYMENT

The County Superintendent shall pay District an amount not to exceed Sixty Thousand Dollars ($60,000.00) for work performed hereunder. Payment includes reimbursement for salary and employee benefit payments made to, or on behalf of, Consultant during the period of this Agreement, with the exception of workers' compensation coverage which is provided by the County Superintendent.

Payments shall be made on or about December 31, 1990, March 30, 1991, and June 30, 1991, upon receipt of itemized invoices submitted to the attention of the Accounts Payable Unit.

In the event Consultant's total compensation is changed due to collective bargaining agreements or step or column changes, this Agreement will be amended to reflect such changes upon written notification from the District.

Appendix A
Item 2-3

3. LEAVES

Consultant is entitled to nine (9) days illness and 18 days vacation of reimbursable leave during the period of this Agreement. The County Superintendent shall not reimburse District for any uncompensated leave taken by Consultant, consistent with District's policies on leaves.

4. ATTENDANCE REPORTING

At the end of each month, the County Superintendent shall provide the District with a written attendance report indicating the number of days worked, the number of days absent from work, and the reasons therefore.

5. EMPLOYEE RIGHTS

Consultant shall be entitled to all employee rights granted to other employees of the District in the same job classification, including seniority.

6. INSURANCE

Both the District and the County Superintendent shall maintain general liability, property damage, workers' compensation, and auto insurance in amounts adequate to protect the District and the County Superintendent as their interests may appear.

7. HOLD HARMLESS AND INDEMNIFICATION

In accordance with the provisions of Section 895.4 of the Government Code of the State of California, each party hereto agrees to indemnify and hold the other party harmless from all liability for damage, actual or alleged, to persons or property arising out of or resulting from negligent acts or omissions of the indemnifying party.

8. TERM

This Agreement is effective October 1, 1990 and shall remain in effect through June 30, 1991. The Agreement may be amended by mutual consent of the parties.

LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS	SCHOOL DISTRICT
By _____	By _____
Sara Lee Bates Assistant Administrator Procurement Services	_____ Typed or Printed Name
	Title _____
Date October 15, 1990	Date _____

Appendix A
Item 3-1

Los Angeles County
Office of Education
October 19, 1992

TO: Frank Lorah

FROM: Roberta Savage, Project Liaison Coordinator
Perinatal Substance Exposed Children
Division of Alternative Education

SUBJECT: Substance Abuse Teacher Hiring - Kedren and Volunteers of America

This is to confirm the items discussed at our recent meeting with Bob Owens, Ray Hernandez, you and I.

Due to the complicated personnel issues involved in hiring a teacher to be shared by Kedren and Volunteers of America.

Since Kedren staff work closely with the Kedren Mental Health Unit, substance abuse training is already part of the educational program. A specialized teacher to work with substance-exposed children is not necessary at this time.

The following items were agreed upon:

- The substance abuse teacher will be hired by Volunteers of America and will work there four days a week.
- Twenty percent (one day per week) of the substance abuse teacher's time will be available to provide technical assistance to Kedren as necessary in the following areas:
  - Development and implementation of the cross-referral process between Kedren and the Watts Health Foundation.
  - Staff Development
  - Parent Education
  - Serve as a Resource for Ordering Project Supplies

Kedren will continue to participate in the Target Cities' ART Project in the following areas:

- Participation as members of the ART Project Advisory Committee.
- Recruitment and cross-referral between Kedren and Watts Health Foundation.
- Cross-training for staff and parents.
- Maintain data on cross-referral cases.

A memorandum of understanding will be written for Kedren. The Volunteers of America Parent-Child Center contract will be renewed.

RS:ssd

cc: Robert Owens
Ray Hernandez
Oscar Rascon
Andrew Kennedy

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Appendix A
Item 3-2

C-96018:92:95

LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS
KEDREN CHILDREN'S CENTER

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING is written to clarify commitments and responsibilities jointly agreed upon between the LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS, as grantee of the Head Start program, funded by the Administration for Children, Youth and Families, Department of Health and Human Services, hereinafter referred to as County Superintendent, and the KEDREN CHILDREN'S CENTER, hereinafter referred to as Center, to provide family support services in the area of substance abuse assessment, referral and training for Head Start eligible families.

1. COMMON GOAL

Participating Head Start agencies share the goals of education and obtaining treatment in situations of substance-abusing parents to ensure substance abuse treatment for parents and early education opportunities for Head Start eligible children - toward the common goal of increased family support services for substance-abusing, Head Start eligible families.

2. PURPOSE

The County Superintendent, as grantee of the Head Start program, and Kedren Children's Center work collaboratively and cooperatively in developing a long-term recruitment and referral program with the Watts Health Foundation to ensure Head Start families and their children have drug treatment and recovery resources available to them, find a nurturing environment during treatment and rehabilitation, and provide a safe, understanding and caring atmosphere for children of substance-abusers.

3. BACKGROUND

This Memorandum of Understanding reflects the understanding that Kedren Children's Center, the County Superintendent and the Watts Health Foundation resources when combined and coordinated can enhance the ability of these programs to meet the goals and objectives of the Substance Abuse - Assessment, Referral and Training Project, hereinafter referred to as the ART Project.

4. RESPONSIBILITIES OF THE CENTER

Center is responsible for the following:

a. Designate specific staff to process cross-referrals from the Watts Health Foundation.

Appendix A
Item 3-3

b. Maintain records regarding ART Project referrals.

c. During normal Head Start recruitment period, begin referrals to the Watts Health Foundation.

d. Provide orientation and training to Kedren staff regarding the ART Project.

e. Provide cross-training with treatment staff regarding substance abuse treatment and the effects of family substance abuse upon Head Start children.

f. Participate as a member of the ART Project advisory committee.

g. Provide training to staff regarding techniques for working with substance-exposed children in the classroom.

h. Referrals to Kedren will be offered a full range of services as appropriate to the needs of the family.

i. Participate in the evaluation component of the ART Project.

5. RESPONSIBILITIES OF THE COUNTY SUPERINTENDENT

The County Superintendent is responsible for the following:

a. Provide general coordination of ART Project activities.

b. Plan and develop orientation/training plan for delegate agency parents and staff.

c. Assure availability of ART Project teacher from of Volunteers of America to provide technical assistance to the Kedren facility as needed. Technical assistance can include:

- Development and implementation of cross-referral process.
- Staff development.
- Parent education.
- Serve as resource for ordering project supplies.

d. Plan and develop model recruitment and referral plan for project referrals.

e. Provide orientation and assistance to delegate agencies in the implementation of the new recruitment and referral plan.

f. Will participate in the evaluation component of the ART Project.

Appendix A
Item 3-4

6. INDEPENDENT CONTRACTORS

While performing services hereunder, both the Center and the County Superintendent act as independent contractors and are not employees, officers, or agents of the other party.

7. INSURANCE

Both the County Superintendent and the Center shall provide such general liability, property damage, workers' compensation, and vehicle protection as is required to protect the County Superintendent and the Council as their interests may appear.

8. HOLD HARMLESS AND INDEMNIFICATION

In accordance with the provisions of Section 895.4 of the Government Code of the State of California, each party hereto agrees to indemnify and hold the other party harmless from all liability for damage, actual or alleged, to persons or property arising out of or resulting from negligent acts or omissions of the indemnifying party.

9. TERM

This Memorandum of Understanding is effective October 1, 1992 and shall remain in effect through September 30, 1994. The Memorandum of Understanding may be amended by mutual consent of the parties.

LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS

By _____
Sara Lee Bates
Assistant Administrator
Procurement Services

Date NOV 20 1992

KEDREN CHILDREN'S CENTER

By _____

_____
Typed or Printed Name

Title _____

Date _____

Indicate Federal I.D. Number:

_____

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Appendix A
Item 4

Los Angeles County
Office of Education

February 11, 1993

TO: ART Project Committee Members

FROM: Roberta Savage, Coordinator (Stephanie)
Perinatal Substance-Exposed Children Program
Division of Alternative Education

SUBJECT: **Next Project Meeting**

The next ART Project committee meeting is scheduled as follows:

Date: **Thursday, February 25, 1993**

Time: **9:30 a.m. to 11:00 a.m.**
The remainder of the day will be spent previewing video tapes.

Location: **Southeast Alternative Education Center**
(map attached)
310-940-1812

AGENDA

- **Introduce New Staff:**
  Jaya Sastri, ART Project Teacher
  VOA/Kedren
- **Status of Referrals**
- **Status of Cross Training**
- **Coordination Between STAR Project and Family Service Center**
- **Review Timelines and Evaluations**
- **Next Meeting - Date, Time and Location**
- **Preview ART Project Video Tapes**

See you there!

RS:ssd

Appendix B
Item 1

Los Angeles County Office of Education

Assessment, Referral and Training
(ART) Project

ORIENTATION AND TRAINING AGENDA

SHERATON NORWALK
MARCH 25, 1992
1:00 p.m. - 4:00 p.m.

1:00	**Welcome - Frank Lorah**, Head Start **Oscar Rascon, Director**, Los Angeles County Alcohol and Drug Programs Enhancement Project
1:10	**Ice Breaker - Plaza de la Raza Head Start**
1:20	**Describe Target Cities and Los Angeles County Alcohol and Drug Enhancement Project - Oscar Rascon**
1:50	**Describe Head Start and ART Project - Frank Lorah, Joann Miller,** Mental Health Specialist, Grantee Office
2:20	**Break**
2:30	**ART Project Goals and Objectives - Roberta Savage,** ART Project Liaison Coordinator
2:50	**Recruitment/Referral Process - Roberta Savage**
3:05	**Transagency Collaboration/Confidentiality - Joann Miller and Roberta Savage**
3:45	**Questions/Answers and Announcements - Oscar Rascon and Roberta Savage**
4:00	**Closing - Oscar Rascon**

Appendix B
Item 2

Los Angeles County
Office of Education

February 11, 1993

TO: ART Project Committee Members

FROM: Roberta Savage, Coordinator (Stephanie)
Perinatal Substance-Exposed Children Program
Division of Alternative Education

SUBJECT: Next Project Meeting

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- **Coordination Between STAR Project and Family Service Center**
- **Review Timelines and Evaluations**
- **Next Meeting - Date, Time and Location**
- **Preview ART Project Video Tapes**

See you there!

RS:ssd

"We are a leading regional educational agency providing leadership, programs, and services to prepare an educated citizenry for the 21st century." —LACOE MISSION STATEMENT

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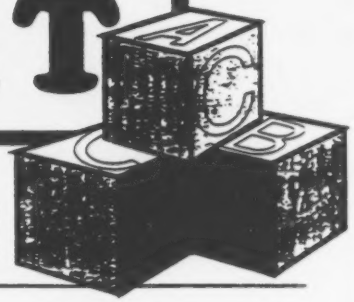
Appendix C
Item 1

Three Collaborative Projects

Assessment, Referral, and Training Project (A.R.T.)
Substance Abuse Training and Referral Project (S.T.A.R.)
Los Angeles Drug Program Enhancement Project

S☆ART



Building Partnerships Toward
Healthy Families and Communities

CONFERENCE PROGRAM

Friday, September 25, 1992
Torrance Marriott Hotel

presented by

Los Angeles County Office Of Education
Head Start State Preschool

•

Los Angeles County
Alcohol and Drug Program Administration

Appendix C
Item 2

ART Project Description
Assessment, Referral, and Training

Los Angeles is one of eight target cities in the nation where Head Start and substance abuse programs work together to treat and prevent substance abuse and its effects on children. Through the ART project, four-year-old children whose parents are receiving treatment through Los Angeles County Alcohol and Drug Program agencies are enrolled in Head Start. Head Start staff will be trained to identify signs of possible substance abuse and to understand the resources that are available through participating alcohol and drug treatment programs. Through the three-year ART and STAR programs, Head Start staff are trained to work with substance-affected children in their classrooms. Parent education will be an integral part of this project.

Procedures are in place to refer children of treatment clients to Head Start and vice versa. Procedures have been established to work jointly to help families and children. These procedures will be shared with all Alcohol and Drug program providers as well as Head Start staff.

STAR Project Description
Substance Abuse Training and Referral

STAR is a three-year substance abuse training project directed at Head Start classroom and support services staff. Funded by the Department of Health and Human Services, the project will train up to 80 Head Start staff during each of the three years. An interdisciplinary team of local and nationally recognized experts will provide 40 hours of intensive training and experience in the following areas: identification of the signs and symptoms of abuse, understanding the impact of drugs and alcohol on all levels of society, recognizing and understanding the impact of drugs and alcohol on the parenting ability of the caretaker, recognition of the medical and developmental problems which may result from perinatal substance abuse, and strategies for intervening in the classroom and home with children and adults.

Monthly training sessions and classroom observation will reinforce skill development and learning. Workshops for parents are also planned. An advisory committee which includes representatives of the treatment community will provide guidance to the project on networking with treatment and referral resources. STAR and ART project staff work together to share training activities and to extend training to the largest possible number of Head Start agencies and staff.

Los Angeles County Target Cities Project Description

The Los Angeles County Target Cities Project is a collaborative effort involving the County of Los Angeles, the City of Los Angeles, the California State Department of Alcohol and Drug Programs, the federal Center for Substance Abuse Treatment and private outpatient drug treatment programs. The goal of the Los Angeles County Target Cities project is to reduce client drop-out and relapse rates by improving the quality and effectiveness of outpatient drug abuse treatment and recovery services in the City of Los Angeles.

Project enhancement strategies have focused special attention on the drug client's family, friends, neighbors, extended family, significant others, and community. In addition, project activities have concentrated on the development of linkages and resource service networks involving public and private ancillary service providers.

Appendix C
Item 3

Conference Planning Committee

Co-Chairpersons: Jefferson Sá, Ph.D.
Raymond Hernandez

Rosaura Campos—Program
Bill Cordero—Local Arrangements, Audio-Visual Equipment, Budget
Mary Edmonds—Program
Cynthia Farias-Munguia—Program
Luzelena Garcia—Room Hosts, Conference Evaluation
Judy Gómez-Brydon—Local Arrangements, Signs
Helena Herschkowitz—Program
Claudia Huezo—Local Arrangements, Signs
Kathy Jackson—Room Hosts, Special Needs, Evaluation
Carolyn Kordich—Room Hosts, Evaluation
Sylvia Lopez—Room Hosts, Evaluation
Frank Lorah—Local Arrangements, Audio-Visual Equipment, Budget
Helia Macedo-Fields—Room Hosts, Evaluation
Joann Miller—Registration
Beverley Morgan-Sandoz—Program Co-Chairperson
Albert Peon—Program
Mary Picone—Program
Oscar Rascón—Program
Teresa Raya—Vendors
Theola Renfroe—Vendors
Roberta Savage—Program, Co-Chairperson
Dorothy Smith—Program
Joann Trejo—Program
Cindy Victoria—Registration

ART Project Committee

Representatives from participating Head Start and Los Angeles County Alcohol and Drug programs to plan implementation of the ART Project.

Chairperson: Roberta Savage

Rosaura Campos, *coordinator*, Behavioral Health Services
Bill Cordero, *director*, Joint Efforts/South Bay Community Resource Center
Mary Edmonds, *assistant director*, Plaza de la Raza Head Start
Cynthia Farias-Munguia, *assistant project director*, Los Angeles Alcohol and Drug Program Administration
Luzelena Garcia, *resource specialist*, Joint Efforts/South Bay Resource Community Resource Center
Judy Gomez-Brydon, *child development supervisor*, Plaza de la Raza Head Start
Raymond Hernandez, *program manager*, Volunteers of America Parent Child Center
Helena Hershkowitz, *mental health specialist*, Plaza de la Raza Head Start
Claudia E. Huezo, *special education coordinator*, Plaza de la Raza Head Start
Kathy Jackson, *social service coordinator*, Kedren Community Health Center
Carolyn Kordich, *social services coordinator*, Volunteers of America Parent Child Center
Sylvia Lopez, *child development supervisor*, Plaza de la Raza Head Start
Frank Lorah, *manager*, Head Start-State Preschool Grantee, Los Angeles County Office of Education
Helia Macedo-Fields, *coordinator*, Handicap, Mental Health; Volunteers of America Parent Child Center
Joann Miller, *mental health specialist*, Head Start-State Preschool Grantee, Los Angeles County Office of Education
Beverley Morgan-Sandoz, *project coordinator*, Substance Abuse Training and Referral (STAR) Project
Albert Peon, *counselor*, Behavioral Health Services
Mary Picone, *program assistant*, Substance Abuse Training and Referral (STAR) Project
Oscar R. Rascón, *project director*, Cooperative Agreements for Drug Abuse Treatment Improvement Projects in Target Cities, Los Angeles Alcohol and Drug Program Administration Target Cities Project
Teresa Raya, *social services specialist*, Head Start-State Preschool Grantee, Los Angeles County Office of Education
Theola Renfroe, *specialist*, Head Start-State Preschool Grantee, Los Angeles County Office of Education
Cassandra Robinson, Head Start *parent representative*
Jefferson Sá, Ph.D., *program director*, Behavioral Health Services
Roberta Savage, *coordinator*, Perinatal Substance-Exposed Children Program, Los Angeles County Office of Education
Kathy Shakir, *outpatient director*, Watts Health Foundation
Dorothy Smith, *education coordinator*, Volunteers of America Parent Child Center
Joann Trejo, Head Start *parent representative*
Cindy Victoria, *parent education advisor*, Head Start Grantee
Sylvia Viera, Head Start *parent representative*
Larry Walton, Head Start *parent representative*

Acknowledgments

Annie Cabrera, *teacher on special assignment*, Pregnant Minor Program, Alternative Education, Los Angeles County Office of Education
Stephanie Davis, *secretary*, Perinatal Substance-Exposed Children Program, Alternative Education, Los Angeles County Office of Education

Program prepared by the Graphic Arts Unit, Communications Department, Los Angeles County Office of Education

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Appendix C
Item 4

Synergy, Systems and Support for Children and Families Affected by Substance Abuse

Pre-Conference Co-Sponsored by

Head Start State Preschool

Perinatal Substance-Exposed Children Program

Association of Directors, Associates, Parents and Partners Together (ADAPPT)

Prevention Partnership, Inc.
Chicago, Illinois

Monday and Tuesday, January 10-11, 1994

Long Beach Renaissance Hotel
111 E. Ocean Boulevard
Long Beach, California

Appendix C
Item 5

Conference Planning Committee

Co-Chairpersons

Roberta Savage, *coordinator*, Perinatal Substance-Exposed Children Program, Division of Alternative Education, Los Angeles County Office of Education

Beverley Morgan-Sandoz, *project coordinator*, Substance Abuse Training and Referral (STAR) Project

Sherry West, *program manager*, Prevention Partnership, Inc., Chicago, Illinois

Local Arrangements

Frank Lorah, *Head Start manager*, Los Angeles County Office of Education, Head Start State Preschool Grantee

Program

Jan Feldman, *teacher on special assignment*, Pregnant Minor Program, Division of Alternative Education, Los Angeles County Office of Education

Bill Stelzner, *coordinator in charge*, Head Start Family Service Centers

Registration

Stephanie Davis, *secretary*, Perinatal Substance-Exposed Children Program, Division of Alternative Education, Los Angeles County Office of Education

Sandy Rips, *secretary*, Los Angeles County Office of Education

Deborah Reed, *secretary*, Drug, Alcohol and Tobacco Education, Division of Alternative Education, Los Angeles County Office of Education

Hospitality

Sharon Roberts, *director*, Mid Cities Special Education Local Plan Area (SELPA), Division of Special Education, Los Angeles County Office of Education

Acknowledgments

Gina Davis Cummings, European Fresh Flowers, Stanton, California

Bernadette K. Studio, Sign Language Interpreter, Los Angeles, California

Continuing Education Units provided through RISK
Jodi Lang Santry, *consultant*
P. O. Box 756
Brentwood, California 94513

Appendix C
Item 6

Leadership 2000, Reinventing America's Schools Conference
October 15, 1992 at the Universal City Hilton, Universal City, California

WORKSHOP TOPIC

" Anything is Possible: Schools Team with Substance Abuse Agencies and Other Community-Based Organizations to treat and prevent Substance Abuse and its Effects on Young Children"

Facilitator: Bo Vitolo, Principal
Camp David Gonzales School

Agenda

2:45 - 3:00 Los Angeles Target Cities Project, **Oscar Rascon,** Director Los Angeles County Alcohol and Drug Programs Administration

3;00 - 3:15 Assessment, Referral & Training (ART) Project, **Roberta Savage,** Project Liaison Coordinator

3:15 - 3:30 "Weed and Seed" - Family Service Center, **Frank Lorah,** Head Start Manager, Los Angeles County Office of Education Grantee

3:30 - 3:45 Project "Mujeres Y Hombres Nobles" - **David Flores,** Director, Division of Alternative Education, Los Angeles County Office of Education

3:34 - 4:00 Public Service Announcement, "The Young and the Restless" and the Los Angeles County Office of Education, **Roberta Savage,** Coordinator, Perinatal Substance-Exposed Children Program, Division of Alternative Education

4:00 - 4:15 Questions

Appendix C
Item 7

ART/STAR/Family Service Center Minutes
Location: Family Service Center

July 27, 1994

In Attendance: Bill Stelzner
Rhonda Butler
Beverly Morgan-Sandoz
Roberta Savage-Brzozowski

A. New grantee goal focus areas for the 1994-1995 school year is Innovation.
Bill Stelzner will chair this goal focus area.

Basic structure for Project Collaboration

Each initiative will be represented at each meeting as follows:

STAR Representative to ART - Barbara Connell
STAR Representative to FSC - Sharon Ritchie

FSC Representatives., to STAR Trainings
Summer - 12 15 staff
Monthly 3 staff
Advisory committee - Rhonda Butler

ART Representatives to STAR Trainings

Summer - Bita
Monthly - Cristina/Bita/Bobbi (as possible)
→ Advisory committee - Bobbi (Bita/Cristina Back-up)

8:00-4:00 Patriotic Hall
Oct. 4
Nov. 15
Dec. 6
Jan. 10
Feb 14
March 21
April 28
May 16
June 6
For your Calendar

Time TBD - 3:00
Sept 20
Nov. 22
Jan. 17
March 28
May 23
June 6

Head Start substance Abuse Advisory Council Meeting Dates
Mon., Sept. 26, 10:00 - 12:00 at Patriotic Hall
Mon., Jan. 30, 10:00 - 12:00 - FSC
Mon., May 22, 10:00 - 12:00 - SE - AEC

Monthly Trainings for FSC
Friday's are good days

The second Wed of each month is for the meetings.
Sept. 14; Oct. 12; Nov. 9; Dec. 14; month for FRP (formerly ART).
Family Resource Project

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Appendix C
Item 8

PO #18020:93:95

LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS

AGREEMENT
FOR
HEAD START PROGRAM
ASSESSMENT, REFERRAL AND TRAINING PROJECT

The LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS, hereinafter referred to as County Superintendent, and

VOLUNTEERS OF AMERICA, a private, nonprofit agency, located at 1135 West 257th Street, Harbor City, California 90710, hereinafter referred to Delegate Agency,

mutually agree as follows:

1. BASIS OF AGREEMENT AND SCOPE OF THE WORK

The County Superintendent, as grantee of the Head Start program, funded by the Administration for Children, Youth and Families, Department of Health and Human Services, is coordinating the Assessment, Referral and Training (ART) project between the County Department of Health Services, Alcohol and Drug Program Administration, Los Angeles Target Cities Project (LATCP). It has been determined that assistance is required in the areas of facilities and personnel to provide inservice training, design and implementation of ART project. Delegate Agency has the required facilities and personnel to perform the work to be done and agrees to do so in accordance with the terms and conditions of this Agreement. All work shall be coordinated between the County Superintendent's project director, Roberta Savage, and Delegate Agency's project director, Rosemarie Sims.

2. RESPONSIBILITIES OF THE DELEGATE AGENCY

Delegate Agency is responsible for the following:

a. Provide facilities as required to conduct inservice training programs;

b. Provide qualified staff as required to conduct the inservice training programs;

c. Design and implement a cross-referral joint case management system;

d. Provide staff and parent training related to the implementation of the Family Support project.

e. Collaborate with the County Superintendent and the Target Cities program as required to accomplish project goals and objectives.

SUMMARY SHEET

Assessment Referral and Training (ART) Project
Site Meetings

November 1993

Date of Meeting	Type of Meeting: A. Parents/Clients B. Staff C. Community Outreach D. Other_____	Location of Meeting	Duration of Meeting	Main Topic(s)	Total Number Attending	Do You Have: An Agenda? "Yes"	An Agenda? "No"	Sign-in Sheets? "Yes"	Sign-in Sheets? "No"
NOV. 2, 1993	A	Eastend Library	1HR	BHS Orientation Service	#32	✓		✓	
NOV. 11, 1993	B & BHS.	Area Office	1HR	set agenda for meeting	3		✓		✓
NOV. 17, 1993	A	Euclid Site	1HR	BHS services & ART.					
NOV. 18, 1993	A	Asbury Site	1HR	B.HS. services & ART					
NOV. 18, 1993	A	YMCA	2½ HR	"Parents Getting a Head Start"	#10			✓	
NOV. 19, 1993	A	↓	↓	" Curriculum "	#14			✓	
NOV. 29, 1993	A	↓	↓	" "	#10			✓	
NOV. 23, 1993	A	Rec. Center	2½	"Parents Getting a Head Start Against Risk"	#11			✓	
NOV. 29, 1993	A	↓	↓	" "	#6			✓	
NOV. 30, 1993	A	↓	↓	" "	11			✓	
NOV. 23, 1993	C	Parkman Elementary	2HR	H. Start Program The ART. Project	100+		✓		✓

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Appendix D
Item 2

M-E M O

TO: All Staff

FROM: Cristina Roman, A.R.T. Project Teacher

THRU: Rosemarie Sims, Executive Director

DATE: February 28, 1994

RE: Mandatory Staff Cross Training

A.R.T. Project Cross Training of Plaza de la Raza Head Start Staff and Volunteers of American Parent Child Center Staff

" BEING A TEENAGER IS TOUGH "

Come and hear how we may better support our youth with the daily influences in their lives such as:

- drugs/alcohol
- peer pressure
- school problems
- boredom/depression
- low self-esteem
- divorce
- etc...

Learn more about their developmental stage!

WHEN: Friday, March 4, 1994

TIME: 8:30 a.m. to 10:30 a.m.
1:30 p.m. to 3:30 p.m.

WHERE: Santa Fe Springs Town Center
11710 Telegraph Road
Santa Fe Springs, CA 90670
(310) 868-0511

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Appendix D
Item 3

PLAZA DE LA RAZA HEAD START/STATE PRESCHOOL
4127 EAST BROOKLYN AVENUE
LOS ANGELES, CA 90063

PARENT ATTENDANCE SHEET
LISTA DE ASISTENCIA DE PADRES

TYPE OF MEETING/ TIPO DE JUNTA: Parent Monthly meeting

SITE/ SITO: El Sereno

COMPONENT/ DEPARTAMENTO: Parent Involvement

DATE/ FECHA: March 1, 1994

TIME OF MEETING/ HORA DE LA JUNTA: 11:00

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]
6. [redacted]
7. [redacted]
8. [redacted]
9. [redacted]
10. [redacted]
11. [redacted]
12. [redacted]
13. [redacted]
14. [redacted]
15. [redacted]
16. [redacted]
17. [redacted]
18. [redacted]
19. [redacted]
20. [redacted]
21. [redacted]
22. [redacted]
23. [redacted]
24.
25.
26.
27.
28.
29.
30.

BRIEF SUMMATION OF MEETING:
Informed parents about the Continuation of the "Parents Getting a Head Start Against Drugs Curriculum" Date's March 7, 8, & 9th ask that on the 9th we will be attending a lecture on "Communication"

ORIGINAL: PARENT EDUCATION
1ST COPY: COMPONENT
2ND COPY: CENTER
NCR FORM
REV. 8/90

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Appendix D
Item 4

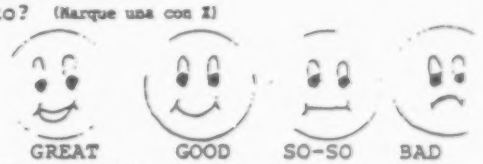
Plaza de la Raza Head Start/State Preschool
Evaluation/Evaluación

Title of Training/ Título de Entrenamiento: Parents Getting A headstart Against Drugs

Date/ Fecha: 3/9/94

Name of Trainer/ Nombre de Entrenador: Cri[redacted]uN

How did you feel about the training? (Mark one with an X)
¿Comó se sintió tocante el entrenamiento? (Marque una con X)



	GREAT MARAVILLOSO	GOOD BUENO	SO-SO REGULAR	BAD MALO
Did the training meet your needs? ¿Le sirvió el entrenamiento?	X			
Was the trainer prepared? ¿Estaba preparado el entrenador?	X			
Did you have the opportunity to participate? ¿Tuvo la oportunidad de participar?	X			
Were the handouts useful? (If any distributed) ¿Le servió la información escrita? (Si es que se distribuyó?		X		

Comments/Comentarios: Yo agradesco todas las seciones para muy siempre es algo muy educativo y interesante y cada vez me sirve porque hay tentas maneras de aprender algo de cada tenia. Gracias

Do you want more training on this topic?
¿Desea mas entrenamiento tocante este tema? Yes/SI si No____

THANK YOU! MUCHAS GRACIAS!

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SUMMARY SHEET

Assessment Referral and Training (ART) Project
Site Meetings

Date of Meeting	Type of Meeting A. Parents/Clients B. Staff C. Community Outreach D. Other_____	Location of Meeting	Duration of Meeting	Main Topic(s)	Total Number Attending	Do You Have An Agenda? "Yes"	Do You Have An Agenda? "No"	Do You Have Sign-In Sheets? "Yes"	Do You Have Sign-In Sheets? "No"
1. 11/94	Parents & Staff	N. Hollywood PCC	2.5 hours	Child Abuse (& its relationship to substance abuse)	9		✓	✓	
2. 5-7/7/94	Staff	San Diego	3 days	Each component Level. A.R.T. Project) in PCC program	9	✓			✓
3. 11/4/94	Staff	Downey	2 hours	A.R.T. Project Activities	3		✓		✓
4. 11/8/94	Community Outreach	Arleta	2 hours	Substance Abuse Programs & Networking	≈20	✓			✓
5. 12/1/94	Community Outreach	Los Angeles	6 hours	"Parents Today" Conference	≈100		✓		✓
6. 12/2/94	Community Outreach	Santa Monica	8 hours	"Dual Dx-Sub. Abuse & Mental Illness" Conference	≈100		✓		✓
7. 7/29/94	Staff	Harbor City	2 hours	Parent Child Center Coordinators Meeting	9	✓		✓	
8. 7/28/94	Community Outreach	South Central LA	4 hours	Networking in the Community	≈15	✓			✓
9. 7/29/94	Parents	Harbor City	1.5 hours	Substance Abuse & the services provided by EI Proyecto			✓	✓	
10. 12/9/94	Parents	North Hollywood	2 hours	Gang violence in the community & prevention	10		✓	✓	

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Appendix D
Item 6

VOLUNTEERS OF AMERICA

Parent Child Center

Parent Education Trainings:

Traumatic Brain Injured Children- Joan Wilson, Apple Valley Neurological Rehabilitation Center

Alcohol and Drug Information- Dolores Perea, Joint Efforts Substance Abuse Treatment Center

Domestic Violence- Christina Luna, Rainbow Services Domestic Violence Shelter

Child Abuse Update- Bita Ghafoori and Veronica Lara, Volunteers of America Parent Child Centers

Resource Distribution:

Roundtable Meeting- L.A. Alliance

Parent Information Day- Pect Park

Health Advisory Committee Meeting- Harbor City Parent Child Center

Joint Efforts

A.R.T. Project Meetings

El Proyecto del Barrio

Asian American Drug Abuse Program

1135 West 257th Street, Harbor City, CA 90710 • (310) 530-7082 • (310) 775-1001 • FAX (310) 530-4619

Appendix D
Item 7

SOUTH BAY CRC Meeting

AGENDA

Date: July 12, 1994 Time: 10:00 a.m.
Location: Joint Efforts, Inc., 505 S. Pacific Ave. Suite 106, San Pedro, CA 90731

1. Introductions & Welcome
2. Minutes of Last Meeting - June 14, 1994
3. County Reports - Dick Browne, Chief of Grants
   - Cynthia Farias-Mungia
   - MIS - Arlene Cole
4. Department of Social Services Update - Pauline Lopez
5. Criminal Justice Planning Office - Luis Guevara
6. Confidentiality Training - Dick Browne
7. Medical Component Report - CRC Staff & P.C. Kintaudi, M.D.
8. CRIS Training & Stats- Lucy Garcia Mendoza
9. CSULB Mobile Testing Program
10. Department of Rehabilitation - Eddie Carter
11. Resources, Referrals, Brochures - CRC Staff
12. Parent Child Center - Bita Ghafoori
13. CRIS Expansion Providers Update
    a. Beacon House Association of San Pedro
    b. Behavioral Health Services, Inc./Redgate Memorial Recovery Center
    c. City of Long Beach, A Municipal Corp.
    d. Substance Abuse Foundation of Long Beach, Inc.
    e. Tarzana Treatment Center, Inc.
14. La Clinica Update - Eliza Acosta, Executive Director
15. Joint Efforts Update - Keith Mc Caw, Clinical Director

Open Discussion

Next Meeting
Date: July 12, 1994 Time: 10:00 a.m. Location: Joint Efforts, Inc.
Location: 505. S Pacific Ave., Suite 106, San Pedro, CA 90731

Appendix D
Item 8

VOLUNTEERS OF AMERICA OF LOS ANGELES/ PARENT CHILD CENTER
IN-KIND CONTRIBUTION/SIGN IN SHEET

DATE: July 29, 1994

TIME: 9:a — CLASSROOM/ACTIVITY: P.E. Safeway

DATE/ FECHA	SIGNATURE/ FIRMA	PARENT	FAMILY MEMBER	COMMUNITY VOLUNTEER	HOURS HORAS
7-29-94	[redacted]	✓			2
7-29-94	[redacted]	✓			2
7-29-94	[redacted]	✓			2
7-29-94	[redacted]	✓			2
7 29 94	[redacted]				2
7-29-94	[redacted]	✓			2
7-29-94	[redacted]	✓			2
7-29-94	[redacted]	✓			2
7-29-94	[redacted]	✓			2
7-29-94	[redacted]	✓			2
7-29-94	[redacted]	—			2
7-29-94	[redacted]		Staff		
	[redacted]		Staff	—	
7-29-94	[redacted]	Staff			
7-29-94	[redacted]	Staff			
7/29/94	[redacted]			Staff	

FOR OFFICE USE ONLY
PA 25 _____ Hours at _____ = _____
PA 26 _____ Hours at _____ = _____
Dev. 4/92 Total = _____

TOTAL

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Appendix D
Item 9

PARENT CHILD CENTER
EVALUATION/EVALUACION

DATE/ FECHA: 7/29/94

NAME OF WORKSHOP/ TEMA DEL ENTRENAMIENTO: El Proyecto Del Barrio

NAME OF TRAINER/ NOMBRE DEL ENTRENADOR: Hector Garcia

HOW DID YOU FEEL ABOUT THE TRAINING?/ COMO SE SINTIO TOCANTE AL ENTRENAMIENTO? MARK ONE WITH AN X / SEÑALE UNO CON X

	GREAT MARAVILLOSO	GOOD BUENO	SO-SO REGULAR	BAD MALO
DID THE TRAINING MEET YOUR NEEDS? LE SIRVIO EL ENTRENAMIENTO?	X			
WAS THE TRAINER PREPARED? ESTABA PREPARADO EL ENTRENADOR?	X			
DID YOU HAVE THE OPPORTUNITY TO PARTICIPATE? TUVO LA OPORTUNIDAD DE PARTICIPAR?	X			
WERE HANDOUTS USEFUL? LE SIRVIO LA INFORMACION ESCRITA	X			

COMMENTS/COMENTARIOS: Este entrenamiento estuvo muy interesante y me gustaria qué aya mas entrenamientos tan importantes como este, los felicito por este tema. gracias.

DO YOU WANT MORE TRAINING ON THIS TOPIC? DESEA MAS ENTRENAMIENTO TOCANTE A ESTE TEMA? YES/ SI X NO

THANK YOU!!!!! !GRACIAS!!!!!

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Appendix D
Item 10

VOLUNTEERS OF AMERICA

Parent Child Center

Trainings Trainer Facilitated:

Head Start Against Drugs Curriculum- MacLeren Head Start, October 18 & 19, 1993

Hillsborough Strategies Training- Harbor City Parent Child Center, November 4 & 5, 1993

Head Start Against Drugs Curriculum- El Sereno Head Start, November 18 & 19, 1993

NHSA Conference- Effective Communication Workshop, December 12, 1993

ADAPPT Conference- Effective Communication Workshop, January 12, 1994

Parenting Classes- In Association With Joint Efforts and MFCC Barbara Rock, February 9, 1994-April 13, 1994 (12 weeks)

A.R.T. Project Cross Training #1- Family Dynamics of the Substance Abusing Family, Santa Fe Springs Towncenter, February 25, 1994

A.R.T. Project Cross Training #2- Teenage Substance Abusers, The Substance Abuse Industry, and The Community, Santa Fe Springs Towncenter, March 4, 1994

Hillsborough Strategies Training- Plaza de la Raza Head Start, April 13, 1994

Teaching Strategies To Work With High Risk Children Training- Harbor City Parent Child Center, May 13, 1994

A.R.T. Project Cross Training #3- Domestic Violence and Substance Abuse, Santa Fe Springs Towncenter, May 20, 1994

Staff Training: Emergency Protocol For Domestic Violence- Harbor City Parent Child Center, May 27, 1994

Substance Free Day- In Association With Head Start Family Resource Center, June 18, 1994

1135 West 257th Street, Harbor City, CA 90710 • (310) 530-7082 • (310) 775-1001 • FAX (310) 530-4619

Appendix E
Item 1

June 5, 1992

TO: Erica Dubyak

FROM: Roberta Savage
ART Project Liaison Coordinator
Target Cities/Head Start Linkage
Los Angeles County Office of Education Head Start Grantee

SUBJECT: **HEAD START LINKAGE—NOTES FROM TARGET CITIES PAC MEETING PRESENTATION 5/27/92**

- A Target Cities/Head Start orientation conference is scheduled for Friday, September 25, 1992, location to be determined. An audience of 500-1000 Head Start staff and parents and Los Angeles County Alcohol and Drug Programs staff are anticipated.

The committee has drafted a letter inviting United States Surgeon General Antonia Novella as keynote speaker.

- Referrals from Alcohol and Drug Program to Head Start, and from Head Start to CRC's are on record.

Time is an initial barrier to the referral process. Each agency places time demands on parents. These sometimes conflicting demands must be taken into consideration by each agency.

- Continental Cable will host a one-hour call-in show featuring Kathy Shakir from the Watts Health Foundation's Uhuru Outpatient Center. Also featured will be Claudia Huezo from Plaza de la Raza Head Start.

Appendix E
Item 2

ART Project

Cross Referral Procedures

Appendix E
Item 3

Any Agency Can Make A Referral

Head Start/Alcohol and Drug Program

Cross-Referral Procedures

Target Cities and Head Start Staff:

1. Choose one staff member to initiate and process cross referrals to local Head Start or Community Resource Center.
2. Determine eligibility.
3. Help parent complete checklist.
4. Refer to Head Start zip code directory or Target Cities contact list.
5. Refer family to nearest Head Start or Target Cities agency.
6. Referring agency follows up with phone call.
7. Provide ongoing support and follow-up as appropriate.

Appendix E
Item 4

Sample

Date: _____

☐ Plaza de la Raza Head Start
4127 E. Brooklyn Ave.
Los Angeles, California 90063

☐ E. L.A. Community Resource Center
4099 N. Mission Road, #A
Los Angeles, California 90032

Interagency Referral

Child's Name: _____ DOB: _____ Referred By: _____

Site: _____ Class No.: _____ Teacher: _____

Parent/Guardian: _____ Phone No.: _____

Address: _____ City: _____ Zip: _____

Parent's Primary Language: _____ Child's Primary Language: _____

Services Priority: _____ (Call component and submit Referral Form)

Describe reason for referral (be specific): _____

_____

_____

Have you discussed this with the family? _____

_____

What was the family's response? _____

_____

I, _____ hereby authorize _____,
its employees, agents and consultants to disclose medical records and information obtained during the course of my diagnosis, treatment and/or contact for medical, mental health, conditions related to alcohol and/or drug abuse, and/or conditions related to _____, to the :
Child's Name

_____
Individual/Organization to Receive Information

_____
Street Address Telephone

_____
City State Zip

Client's Signature: _____ Staff's Signature: _____

Date: _____ Date: _____

Revised 9-16-92

Appendix E
Item 5

(sample)

Project A.R.T. Enrollment Checklist

Please contact Lucy Garcia at the Community Resource Center (310) 831-2358 for enrollment papers and information.

1. **Income verification**
   2 pay check stubs/copies of AFDC checks

2. **Residence verification**
   rent, telephone, gas, or electricity bill

3. Tuberculosis (TB) clearance for the whole family
   In San Pedro: Harbor Free Clinic (310) 547-0202
   -donation requested, can come in Mon-Thurs. 10am/by appointment only. In Wilmington: The Wilmington Health Department (310) 518-8800.
   --free Mon. for 1st 25 people; Wed. & Thu. $5 for 1st 25 people; Fri. free for 1st 15 people
   In Long Beach: The Long Beach Health Department (310) 427-7421
   --$10 any time Mon.-Fri. 8am or 12:30pm
   *Call for all details and restrictions.

4. **Medi-Cal card**
   Only applies to those who have Medi-Cal

5. **Pregnancy Verification**
   Only applies if you are pregnant

6. **Child's birth certificate**
   If you don't have a birth certificate for your child, contact the City Hall Registry at (213) 974-6621.

7. **Vaccination record of child enrolling**
   Contact the clinics listed above for vaccination information
   you need to present your childs immunization record.

8. **Social security numbers of the parent(s)**
   If you don't have a Social Security number, contact your nearest Social Security office or call 1 (800) 772-1213 for more information.

Appendix E
Item 6

(sample)

Projecto A.R.T. Lista de Inscripción

Para mas información acerca de las inscripciónes por favor de comunicarse con Luzelena Garcia en el CRC (310) 831-2358

1. **Verificación de Residencia**
   Recibo de Renta, Teléfono, Gas o Electricidad

2. **Prueba de todos sus ingresos**
   2 talónes de cheque o copias de cheque AFDC

3. **Resultados de la prueba de la tuberculosis de todos los miembros de la familia**
   En San Pedro: Harbor Free Clinic (310) 547-0202
   –costo; donación puede venir de Lunes-Jueves 10am / solo con cita.
   En Wilmington: El Departamento de Salud de Wilmington (310) 518-8800
   –gratis los Lunes para las primeras 25 personas; Miércoles y Jueves $5 para las primeras 25 personas; Viernes gratis para las primeras 15 personas
   En Long Beach: El Departamento de Salud de Long Beach (310) 427-7421
   –costo; $10 de Lunes a Viernes 8am o 12:30pm
   * Hablé por teléfono para más detalles y restricciónes

4. **Tarjeta del Medi-Cal**
   Aplica solamente a los que la tienen.

5. **Verificación de Embarazo**
   Aplica solamente a las madres embarazadas.

6. **Acta de nacimiento**
   Sí su hijo o hija no tienen acta de nacimiento por favor de comunicarse al (213) 974-6621.

7. **Libro de vacunás para inscribir a su hijo/a**
   Para mas información, contacto con las clinicas menciónadas arriba.

8. **Numeros de seguro(s) social de los padres**
   Sí no tiene numero de seguro social, por favor de communicarse con su oficina mas cercana del seguro social al 1 (800) 772-1213 para mas informacion.

Appendix E
Item 7

Target Cities/Head Start ART Project

Quarterly Referral Report

Reporting Period (check one):

Δ October - December Due January 5 Δ April - June Due July 5 Δ January - March Due April 5 Δ July - September Due October 5

Referrals from Head Start to Treatment:

Name of Person/Code # Referred	Referral Agency

Referrals from Treatment Agency to Head Start:

Treatment Agency Name	Name of Person/Code # Referred	Head Start Agency Name

Telephone Contacts/Referrals:

•Attach additional sheets if necessary.

Appendix F
Item 1

Los Angeles County Office of Education

Donald W. Ingwerson
Superintendent

Los Angeles County
Board of Education

Frank J. Alderete
President

María Elena Gaitán
Vice President

Carlos C. Barrón

Lewis P. Bohler, Jr.

Vivian Shannon

Michaelene D. Wagner

Sophia Waugh

September 19, 1994

Dear Colleague,

Substance abuse prevention and intervention has become a major focus of three Head Start initiatives over the past three years. Two goals for the Los Angeles County Head Start Grantee in the area of substance abuse are:

- To consolidate the three existing substance abuse projects, STAR, ART and the Family Service Centers, and by doing so to institutionalize substance abuse into the basic Head Start program.

- To sponsor at least one major conference on the topic of substance abuse, gangs, etc. and their implications for Head Start.

To accomplish these two goals, a planning retreat is scheduled for October 13 and 14 at the Sheraton Anaheim. Vincent Bello and Mac Arthur Flournoy will facilitate the retreat.

In order to create an effective plan to accomplish our goals, representation from various Head Start groups as well as outside agencies is sought. You are invited to be our guest for this two-day planning retreat. Hotel accommodations, meals, retreat supplies, and mileage will be paid for by the Head Start program. A follow-up planning date will be scheduled in the near future.

We request that you or your representative be prepared to attend the retreat for the two full days. We also request that you send a brief summary of your agency or group to Frank Lorah by October 5 to help us understand your project. This summary should be no longer than one page, and can be as short as a small paragraph. Dress will be casual.

Please complete the attached form and FAX or send to Frank Lorah at the LACOE Head Start Grantee Office by September 26, 1994. Frank's FAX number is (310)864-7678.

If you have any questions regarding this retreat, please contact Frank Loarah at (310)863-3421.

Sincerely,

Andrew Kennedy,
Senior Project Director

AK:RSB:arb

9300 Imperial Highway, Downey, California 90242-2890 (310) 922-6111

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Appendix F
Item 2-1

Head Start
Substance Abuse Initiatives

Planning Retreat

Thursday, October 13-Friday, October 14, 1994

Anaheim Sheraton

Facilitators:
Vincent Bello
MacArthur Flournoy

AGENDA

Thursday, October 13, 1994

8:00 -8:30 - Coffee

8:30 - 8:45 - Ice-Breaker - Vincent Bello

8:45 - 9:00 - Welcome - Andrew Kennedy

9:00 - 9:45 - Introduction/Describe Your Agency - Facilitator

9:45 - 10:15 - Purpose/Structure - Beverley Morgan-Sandoz

10:15 - 11:10 - Kick-Off Presentation

11:10 - 11:15 - Describe Group Process/background - Bobbi Savage-Brzozowski

11:15 - 12:15 - Table Discussions - Question #1

12:15 - 1:30 - LUNCH

1:30 - 2:30 - Table Discussions - Question #2

2:30 - 2:45 - Break

2:45 - 3:45 - Table Discussions - Question #3

Appendix F
Item 2-2

3:45 - 4:00 - Soda Break

4:00 - 5:00 - Table Discussions - Question #4

5:00 - 5:15 - Wrap-Up?Describe Afte-Dinner Networking - Facilitator

5:15 - 6:30 - DINNER

6:30 - 8:00 - Networking

Day #2

Friday, October 14, 1994

8:00 -8:30 - Continental Breakfast

8:30 - 9:00 - Review of Day #1 - Facilitator

9:00 - 9:10 - Describe Next Activity - Bobbi

9:10 - 10:00 - Question #5 - Discuss Next Steps

10:00 - 10:30 - Each Group Review their most significant finding for Question #1

10:30 - 11:00 - Each Group Review their most significant finding for Question #2

11:00 - 11:30 - Each Group Review their most significant finding for Question #3

11:30 - 12:00 - Each Group Review their most significant finding for Question #4

12:00 -1:30 - LUNCH

1:30 - 3:00 - Discuss Conference Planning - Beverley

Appendix F
Item 3-1

Sign-In 10-13-94

LName	FNAME	Thursday	Friday	Agency
Aguirre	Maria			FSC
Baker	June Yvette			FSC
Bello	Vincent			Facilitator/LACOE
Bird	Angelea			FSC
Butler	Rhonda			FSC
Byerlie	Cressie			Foundation
Campos	Rosaura			BHS
Davis	Jackie			FSC
Davis	Cheryl			STAR
Flournoy	MacArthur			Facilitator
Francisco	"Ling"			ABC
Frazier	MacDonald			Policy Council
Garakani	Tahereh			Inglewood
Gray	Bobbie			Plaza
Greene	Jim			Grantee
Jackson	Kathy			Kedren
Jackson	Michelle			SWRL
Kennedy	Andrew			Grantee
Kropenske	Vickie			Hope Street Project
Lira	George			Youth Gang Prevention Unit
Lizarraga	Di'Ana			Plaza
Maat	Maria			Norwalk/La Mirada
McDonald	Kimberley			FSC
McRary	Ann			Grantee
Montana	Karen			Foundation
Moon	Barbara			Drew FSC
Morgan-Sandoz	Beverley			STAR
Newman	David			CYA
PACE #1				PACE
PACE #2				PACE
PACE #3				PACE
Pelatore Clean	Grenda Betty			FSC
Poole	Leena			Delta Sigma Theta
Ramirez	Art			STAR
Rangel	Eduwiges			FSC
Robinson	Irma			L.A. Urban League
Roman	Maria			FSC
Roman-Fickewirth	Cristina			ART
Saavedra	Bert			L.A. Alliance
Savage-Brzozowski	Roberta			ART
Schlanger	Sonia			FSC
Screen	Angela			Watts Health Foundation
Singleton	Frier[illegible]			Policy Council
~~STAR Parent #1~~	~~[illegible]~~	Irma (Foundation) see above		STAR
~~STAR Parent #2~~	~~[illegible]~~	(FSC) see above		STAR

- Bring video PSAs
- Posters from plaza
- John & Cristina - Computers - Certificates
  Instructions

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Appendix F
Item 3-2

LName	FNAME	Thursday	Friday	Agency
STAR Parent #3				STAR
STAR Parent #4				STAR
Stelzner	Bill			FSC
Waggner	Dana			Kedren
Washington	Marvene			Kedren
Watson	Ethel			FSC

fsc. Pico Union

Larquier, Maria ~ Soc. Serv. Coord. MAOF Head start

FRIAS, GUS ~ LACOE ~ Div of Ed Supp Services

Jeffery Davis PIC. PACE:

Policy Council

HS-FSC

Kendeen

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Appendix G
Item 1

TEACHING STRATEGIES FOR YOUNG CHILDREN

DRUG-EXPOSED AND AT RISK

Trainer's Manual

Senior Trainers:
Joan Altshuler
Susan Schneider
Trainers:
Ellie Baehr
Valentine Muñoz
Jeri Nelson
Nelle Scott
(813) 273-7500

Project Director, Linda Delapenha
Project Coordinator, Judith Hyde
1202 East Palm Avenue
Tampa, Florida 33605
(813) 273-7288
FAX (813) 273-7302

Appendix G
Item 2

CONTENTS

Acknowledgements	i
Drug-Exposed Children's Committee Members	ii
Introduction	iii
Philosophy	iv
Goals for Two Day Trainers' Session	v
Course Goals	vi
Setting the Climate	vii
Scheduling Your Classes	viii
Use of the Manual	ix
Video Information Sheet	x
Disclaimer	xi

Session I: Introduction to Children At Risk and Prenatally Exposed to Drugs

Session II: How the Classroom Should Look
- Physical environment

Session III: Classroom Scheduling and Routines

Session IV: The Teacher as a Facilitator in the At Risk Classroom
- Transitions and Visual Cues
- Communication With Parents
- Teacher as a Role Model

Session V: Learning Appropriate Social Skills and Developing Positive Self-Image
- Sense of Belonging

Session VI: Teaching Language Through Motor Skills

Appendix

Resources

Appendix G
Item 3

INTRODUCTION

The course entitled "Strategies for Teaching Young Children At Risk and/or Prenatally Exposed to Drugs" was originally designed to assist teachers of young children (pre-kindergarten and kindergarten) within the Hillsborough County Public School District. Sharing with other school districts came about only as a result of many requests and inquiries that were made by individuals and school districts around the country. Although teachers within special education were invited to participate in the course, the strategies are actually designed for teachers who have 25 or more children in their classrooms, because this is the reality of the difficult economic situation in Florida, and particularly in Hillsborough County.

The classroom techniques, materials, and activities were designed for early childhood education. Some of the concepts and principles taught within the course can be applied to children in primary or upper grades, or to children in other settings. Participants from older grade levels or non-education settings who elect to take this course must be prepared to make adaptations of the techniques and materials. Non-classroom participants, such as guidance counselors, resource teachers, administrators, and social workers, will receive assistance during the course in the ways that they can be helpful to classroom teachers.

On February 2, 1991, the New York Times ran an article on the educational problems of "crack babies." In the article which appeared on the front page, the teacher training initiative being carried out in Hillsborough County Public Schools was mentioned. Dr. Paul Jellinet, then Senior Program Manager for the Robert Wood Johnson Foundation, contacted the office of the superintendent of schools in Hillsborough County for more information about the training program. Linda Delapenha, Chairperson of Hillsborough County Schools Drug-exposed Children's Committee, was asked to contact him and provide the necessary information. After hearing about what Hillsborough County was doing and the requests that were being received to share information with other school districts, Dr. Jellinet requested that a proposal be submitted to the Foundation. On April 23, 1991, the Hillsborough County School Board approved the submission of the grant to the Robert Wood Johnson Foundation in the name of the Hillsborough Education Foundation, a 501(c)(3) tax exempt foundation established to support the Hillsborough County School System. It is through the generosity of the Robert Wood Johnson Foundation that this training can take place.

The outline for the course entitled "Teaching Strategies for Young Children: Drug-Exposed and At Risk" was developed by the Drug Exposed Children's Committee (DECC) of Hillsborough County Public Schools over a one year period. For the first time in October of 1990, Hillsborough County teachers were able to take the course taught and further developed by Joan Altshuler. In the spring of 1991, two separate sections of the course were taught by Joan Altshuler and Susan Schneider so that teachers living in different parts of the county could take the course conveniently. These two sessions were repeated in October 1991. In its final version, this course was offered at night for six continuous weeks in three hour segments. Teachers receive recertification points from the Teacher Education Center, which administers staff development in the school districts of Florida. After each course was completed, teachers were asked to give suggestions for improving the course. This final version reflects the many constructive suggestions received by teachers who completed the course.

Appendix G
Item 4

PHILOSOPHY

The following statements form the foundation for this course. They are based on national research and research conducted in Hillsborough County, Florida.

- Infants (under 18 months) should be identified for intervention purposes only. After the age of 12 to 18 months, interventions for young children from high risk environments become very similar regardless of the reasons for their being at risk. It is not necessary for children older than 18 months to be identified for the purpose of classroom interventions or placement.

- Young children (over 18 months), no matter why they are at risk, need to be in developmentally appropriate, early childhood programs that enhance self-esteem, provide organized structured environments and routines, use multi-sensory approaches which include visual cues, emphasize language and motor development, and employ teachers who are sensitive to children's and families' needs.

- Language development must be a curriculum focus for classrooms with children from high risk environments.

- Since the population of students entering our public schools is changing with more students coming from high risk environments, schools need to adopt existing teaching strategies that will ameliorate the effects of these environments by giving children real opportunities to be successful learners.

- Without early intervention and developmentally appropriate educational opportunities, children from high risk environments may never achieve their full potential.

Appendix G
Item 5

COURSE GOALS

- Teachers will have the necessary tools, skills, and sensitivities to see that children prenatally exposed to drugs, and all children from high risk environments, can have success in school, within the regular education program.

- Educators will learn techniques to break down the communication barriers that may exist between regular education and special education. Teachers need to draw on the strengths of both components of education to improve the quality of instruction for all children.

- Teachers will learn to enhance the physical and emotional environment within the regular education classroom for optimal learning experiences for all children. These techniques can be implemented even when ideal class sizes do not exist.

- Each teacher will design an intervention plan for a child from a high risk environment who is in his/her classroom.

- Educators will have a more positive attitude toward and understanding of families and children who come from high risk environments.

Appendix G
Item 6

VOLUNTEERS
OF AMERICA

Parent Child Center

Conferences/Trainings Trainer Attended in 1993-1994:

S.T.A.R. Trainings (Substance Abuse Training and Referral Project)

N.A.E.Y.C. Conference

L.A. County Office of Education Case Manager Training

ADAPPT Pre-Conference: Prevention Partnership Substance Abuse Intervention Training

ADAPPT Conference

Parent Child Centers National Conference: Working With Substance Abusing Families

FOCUS Trainings

Youth and Elders Against Tobacco Use Conference

Open Arms Training: PED (Prenatally Exposed to Drugs) Children

Foster Care Education Program: FAS (Fetal Alcohol Syndrome) Children

Hope For Families Conference

Parenting Today Conference

New Challenges: Working With Dually Diagnosed, Substance Abuse and Mental Illness, People

Joint Efforts/South Bay Community Resource Center Monthly Meetings

El Projecto Del Barrio Monthly Meetings

1135 West 257th Street, Harbor City, CA 90710 • (310) 530-7082 • (310) 775-1001 • FAX (310) 530-4619

Appendix H
Item 1

Target Cities
Head Start ART Project

Quarterly Referral Report

Reporting Period (check one):

☐ September - November Due December 5 ☐ March - May Due June 5 ☐ December - February Due March 5 ☐ June - August Due September 5

Referrals from Head Start to Treatment:

Code # Referred	Date Referred	Agency Name	Date Enrolled
V[illegible]	11-3-93	B.H.S.	
L[illegible]	11-29-93	B.H.S	
A[illegible]	12-7-93	B.H.S.	
M[illegible]	1-12-94	B.H.S. 2-1-94	
V[illegible]	2-8-94	B.H.S.	
C[illegible]	2-28-94	B.H.S phone referral	
J[illegible]	1-93	B.H.S (phone referral)	
E[illegible]	3-19-93	B.H.S	3-/93 discharged 4/4/93

Referrals from Treatment Agency to Head Start:

Code # Referred	Date Referred	Agency Name	Date Enrolled
Al[illegible]	6/16/93	Plaza (phone ref.)	9/93
C[illegible]	9-17-93	Plaza	
A[illegible]	9-21-93	Plaza	
L[illegible]	9-21-93	Plaza	
R[illegible]	9-15-93	Plaza	9/93
D[illegible]	1-21-94	Plaza (phone ref.)	

Telephone Contacts/Referrals:

Code #	Date	Purpose

*Attach additional sheets if necessary.

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Appendix H
Item 2-1

Target Cities
Head Start ART Project

Quarterly Referral Report

Reporting Period (check one):

☐ September - November Due December 5 ☐ March - May Due June 5 ☑ December - February Due March 5 ☐ June - August Due September 5

Referrals from Head Start to Treatment:

Code # Referred	Date Referred	Agency Name	Date Enrolled
R.	12/6/93	St Efforts/Rainbow Svcs	
R.	1121/94	Community Res. Ctr/St Efforts	
(Please see attatched page for parenting classes referral)			

Referrals from Treatment Agency to Head Start:

Code # Referred	Date Referred	Agency Name	Date Enrolled
A.	12/20/93	Dr. Diego/Health Advs Com	1/4/93
K.	12/30/93	Dr. Diego/Health Advs Com	1/4/93

Telephone Contacts/Referrals:

Code #	Date	Purpose
To: St Efforts/CRC	12/2, 12/16, & 12/21/93	To start parenting classes at our site
To: CRC/LUZ	12/6/93	Case management of referred clients
To: CRC/LUZ	12/7&8/93	Case management of referred clients
To: CRC/LUZ	12/27/93	Translations
To: Mental Health Coord.	1/19/94	To start services from L.A. Unified for a child
To: Mental Health Coord	1/21/94	For mental health services for parent-

*Attach additional sheets if necessary.

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Appendix H
Item 2-2

Referrals from Head Start to Treatment:

Code# Referred	Date Referred	Agency Name	Date Enrolled
R.	(Parenting)	Jt. Efforts	
M.	(Parenting)	Jt. Efforts	
T.	(Parenting)	Jt. Efforts	
M.	(Parenting)	Jt. Efforts	
M.	(Parenting)	Jt. Efforts	
J.	(Parenting)	Jt. Efforts	
M.	(Parenting)	Jt. Efforts	
M.	(Parenting)	Jt. Efforts	
A.	(Parenting)	Jt. Efforts	
E.	(Parenting)	Jt. Efforts	
M.	(Parenting)	Jt. Efforts	
M.	(Parenting)	Jt. Efforts	
S.	(Parenting)	Jt. Efforts	
C.	(Parenting)	Jt. Efforts	
M.	(Parenting)	Jt. Efforts	
R.	(Parenting)	Jt. Efforts	
S.	(Parenting)	Jt. Efforts	
F.	(Parenting)	Jt. Efforts	
W.	(Parenting)	Jt. Efforts	
G.	(Parenting)	Jt. Efforts	
M.	(Parenting)	Jt. Efforts	
E.	(Parenting)	Jt. Efforts	
R.	(Parenting)	Jt. Efforts	
D.	(Parenting)	Jt. Efforts	
M.	(Parenting)	Jt. Efforts	

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Appendix H
Item 3

Assessment, Referral, and Training (ART) Project

Permission Sheet

With the understanding that my real name will not be used, I hereby give my permission for you to tell my story as part of the ART Project Evaluation Report.

_____ _____

Please Sign Today's Date

_____

Please Print Name

DK:mm

Appendix H
Item 4-1

Plaza De La Raza Head Start, Inc.
8620 Telegraph Road
Commerce, CA 90040
(213) 264-5545

A.R.T. PROJECT
CASE STUDY
December 16, 1994

SITE:
SCHOOL YEAR: 1003-1994
CHILD'S NAME: Smith — NOT HIS REAL NAME
OTHER CHILDREN: Smith & a teenage son NOT HER REAL NAME
who is at a home for boys
PARENT: Smith — NOT HER REAL NAME

Mrs. Smith was referred to us (Head Start) by Behavioral Health Services because she had a child that qualified to enter Head Start through the A.R.T. Project.

The child, Smith, came into our program when he was three (3) years old. His behavior ~~needed to be changed.~~ WAS THAT OF A VERY RESTLESS Child He would only be able to sit for at least three (3) minutes to complete a task and during meals the child would throw his food on the ground or spill his milk over and over again. During small group or transition time he would wonder around and he would want to explore everything.

It was very difficult at first to work with in the beginning, but then when mom came and participated in the program the child's behavior began to change.

The child was also referred to the Area Cooperation Special Education Program for his speech which was another reason why he felt so frustrated. He received services for speech right at the center during school hours.

Teacher and I worked together along with the rest of the staff in working with and mom in providing services and support. We implemented some of the Hillsbrough Strategies when working with the child.

During this school year 1993-1994 the family asked for services in housing, education and in support with their children.

While Mrs. Smith was in our program she was finishing her classes with B.H.S. and her community work. And was looking forward to a job training program.

Towards the end of the school year 1993-1994, Mrs. Smith's husband was out of jail and at home. During this time Mrs. Smith did not prepare the paperwork necessary to register her child for the next school year. Plus she had moved out of her sisters house and far from the center in where the child was attending.

We had not heard from Mrs. Smith until November, 1994 she called the center and spoke with her child's teacher () and asked her to please let us know that she needed my help for she was in crisis.

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Appendix H
Item 4-2

CASE STUDY
Juan Smith ← NOT A REAL NAME
Page 2

She wanted help with the children. First of all, she wanted Juan back in school for she saw how much it had helped him. Also her youngest daughter needed a day care program that would allow her to seek work or a job training. Mrs. Smith mentioned that it had been difficult with her husband back home and that it had brought on a sense of anxiousness for her.

Another thing she mentioned was the fact that she was in jail. She did not elaborate about this but looked worried.

I reassured her that we would be in touch and that I would send her the registration package for her children. And to please feel free to contact me.

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Appendix H
Item 4-3

PLAZA DE LA RAZA HEAD START/STATE PRESCHOOL
School ~~HOME~~ VISITATION FORM 310 696-0251

Child's Name: [redacted] Smith (NOT A REAL NAME) D.O.B.: 5/17/90
Site: W. [redacted] Class #: Ci
Parent's Name: [redacted] Smith Date: 12/8/93
Address: [redacted] City: [redacted] Zip: 9[redacted]
Teachers making visit: [redacted]
Parent's Signature: [redacted]

COMMENTS/OBSERVATIONS: I spoke with Ms. [redacted] about why she was unable to attend the workshop on language and she told me that her children had just gotten released from boys camp. And that she was trying to get him situated. She also disclosed that she was having trouble with her apt. as far as getting robbed and her car getting broken into. She is now in the process of looking for another place to live. Ms. [redacted] commented that she was having difficulties with the section 8 housing and would like seeking assistance in this matter. I advised her to let her BHS Counselor know so they could be of assistance to her.

GOALS/OBJECTIVES: A referral was made for her with BHS

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Appendix H
Item 4-4

BEHAVIORAL HEALTH SERVICES, INC.
AUTHORIZATION TO RELEASE PATIENT/CLIENT INFORMATION

I, [redacted] Smith (NOT REAL NAME) (Print Name of Patient, Client, Participant) hereby authorize Behavioral Health Services, Inc., it's employees, agents and consultants to disclose medical records and information obtained during the course of my diagnosis, treatment and/or contact for medical, mental health, and/or conditions related to alcohol and/or drug abuse to the following:

[redacted]
INDIVIDUAL/ORGANIZATION TO RECEIVE INFORMATION — RELATIONSHIP

[redacted]
STREET ADDRESS — TELEPHONE

[redacted]
CITY — STATE — ZIP

TYPE OF INFORMATION:

1.	Presence in program	X YES	___ NO	P.T. INITIALS
2.	Progress and participation in program	___ YES	X NO P.T.	P.T. INITIALS
3.	Medical, psychosocial, treatment or service information.	___ YES	X NO	P.T. INITIALS
4.	Other _____	___ YES	X NO	P.T. INITIALS

PURPOSE:

1.	Visiting privileges	___ YES	X NO	P.T. INITIALS
2.	Telephone Contact	X YES	___ NO	P.T. INITIALS
3.	Encourage my participation in the program	___ YES	X NO	P.T. INITIALS
4.	Discuss my progress in the program	___ YES	X NO	P.T. INITIALS
5.	Other _____	___ YES	___ NO	___ INITIALS

DURATION:

This consent is subject to revocation by me at any time except to the extent that action has been taken on this consent prior to revocation. If not earlier revoked, this consent will expire 60 days after date of discharge.

RESTRICTIONS:

I understand that the requestor may not redisclose and use this information unless another authorization is obtained from me or unless such use or disclosure is specifically required or permitted by law.

COPY:

I further understand that I have a right to receive a copy of this authorization upon my request.

Copy Requested and Received: X YES ___ NO P.T. Initials

8/21/02 (NOT REAL) Smith
Date — SIGNATURE (Patient/Client/Participant)

8/5/02 [redacted]
Date — WITNESS

Release of Information
Family, Friends, Other

Name: [redacted]

ID#: A8870-H2

[redacted]

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Appendix H
Item 4-5

BEHAVIORAL HEALTH SERVICES
ENHANCEMENT PROGRAM
SUBSTANCE ABUSE DIVISION

INTAKE, REFERRAL, AND FOLLOW-UP

TIME: 10:08 AM

DATE: 9-1-93

REFERENT Phone [redacted]

Agency Boys

Staff [redacted]

SERVICE PROVIDER Phone [redacted]

Agency CTI

Contact [redacted]

TYPE OF CONTACT

1) Aff. Agencies ____
2) CBC X
3) Walk-in ____
4) Phone ____

SERVICE TYPE

Ancillary Cocaine
Primary Headstart

PATIENT/CLIENT INFORMATION

(NOT REAL NAME)

Name [redacted] Smith
Marital status Single
No. of Children 2 J

Case# A9850-HJ
DOB: [redacted]
Sex [redacted]

Peg. Date 7/1/07

Phone [redacted] (310)

Race [redacted]

1) White
2) Black
3) Latino/Hispanic
4) American Indian
5) Asian/Pacific Islander
6) Other

SERVICE PROVIDER

Agency Head Start - Hoja de la Raza Westside Pueblo Headstarts

Address ____

Contact Christina Romero

Telephone (213) 264-5515

Date of Appt. ____

Time of Appt. ____

Type of Referral: 13

(01) Drug Abuse Svc.
(02) Employment & Training Svc.
(03) Housing Svc.
(04) Transportation Svc.
(05) Mental Health Svc.
(06) DPSS/Social Svc.
(07) Child Care Svc.
(08) Disability
(09) Health Svc.
(10) Recreational Svc.
(11) Self-Help Group
(12) Legal Svc.
(13) Educational Svc.
(14) Non-Residential Drug/Alcohol Svc.
(15) Residential Drug/Alcohol Svc.
(16) Information and Referral Svc.
(17) Vocational Rehabilitation
(18) Other

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Appendix H
Item 4-6

Date: 9/15/92

☒ Plaza de la Raza Head Start
4127 E. Brooklyn Ave.
Los Angeles, California 90063

☐ E. L.A. Community Resource Center
4099 N. Mission Road, #A
Los Angeles, California 90032

Interagency Referral 3 yrs old

Child's Name: (NOT real NAME) [redacted] Smith DOB: 90 Referred By: B.H.S.

Site: _____ (REAL NAME) Class No.: _____ Teacher: _____

Parent/Guardian: (NOT [redacted] Smith Phone No.: _____

Address: _____ City: [redacted] Zip: [redacted]

Parent's Primary Language: Eng Child's Primary Language: Eng

Services Priority: _____ (Call component and submit Referral Form)

Describe reason for referral (be specific): Child in need of Speech Services. Child Born Underthe Influence of Cocaine

Have you discussed this with the family? yes

What was the family's response? Very positive. Needs help

I, _____ hereby authorize _____, its employees, agents and consultants to disclose medical records and information obtained during the course of my diagnosis, treatment and/or contact for medical, mental health, conditions related to alcohol and/or drug abuse, and/or conditions related to _____ (Child's Name), to the:

A. L. Plaza Head Start
Individual/Organization to Receive Information

4127 E. Brooklyn Ave LA 264 5545
Street Address City State Telephone

LA. CA [redacted]
City State Zip

Client's Signature: _____ Staff's Signature: _____

Date: _____ Date: _____

Revised 9-16-92

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Appendix H
Item 4-7

REFERRAL FOR SERVICES Date: 12/3/93

Child's Name: [redacted] Birthdate: [redacted] Referred by: [redacted]

Site: [redacted] Class #: C1 Teacher: [redacted]

Parent/Guardian: [redacted] Telephone #: [redacted]

Current Home Address: [redacted] City: [redacted] Zip: [redacted]

Parent's Primary Language: Spa English Child's Primary Language: English

Service Priority: Emergency _____ (Call Component and submit Referral Form)

Regular ✓ (Within 5 days)

Parent Educator ✓

Social Services _____ Education (CDS) _____ Mental Health _____

Special Education _____ Nutrition _____ Health _____

Describe reason for referral (be specific): Smith (NOT REAL NAME)

Mrs. [redacted] would like information on where her 17yr old son may attend to finish his G.E.D.

Have you discussed this with the family? yes.

What was the family's response? _____

FOR SPECIAL EDUCATION/MENTAL HEALTH ONLY

What is the concern: _____

When and how often does this occur? _____

Describe any previous interventions by teachers/other agencies and/or family. How is it working? _____

OFFICE USE ONLY. DO NOT WRITE BELOW THIS LINE.

Date Received: _____ Action Plan: _____

Date: _____ Component Supervisor's Signature: _____

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Appendix H
Item 4-8

PLAZA DE LA RAZA HEAD START/STATE PRESCHOOL
HOME VISITATION FORM

Child's Name: [redacted] Smith (NOT Real Name) D.O.B.: [redacted]
Site: [redacted] Class #: [redacted]-01
Parent's Name: [redacted] Smith (NOT Real Name) Date: 11-23-93
Address: [redacted] City: [redacted] Zip: [redacted]
Teachers making visit: [redacted]
Parent's Signature: [redacted]

COMMENTS/OBSERVATIONS: During home visit to [redacted] house we went over IEP with mom and explained the WACSE Program and that [redacted] is eligible for communication and development services through WACSEP. [redacted] was happy that [redacted] was going to receive services in the classroom. [redacted] is receiving speech and language also through Martin Luther King Hospital mom shared this with us. Mom also said during visit [redacted] has improved alot with speech he is talking more. During visit [redacted] and his little sister wanted everyones attention and both were hugging and kissing teachers that were happy [redacted] will be returning to Headstart next year. Mom also shared older brother of [redacted] will be comming home from camp tommorrow and they were happy about it.

GOALS/OBJECTIVES: Mom wants [redacted] to speak clearer and to socialize

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Appendix H
Item 4-9

PLAZA DE LA RAZA HEAD START/STATE PRESCHOOL
REFERRAL FOR SERVICES

DATE: 1/19/94

Child's Name: [redacted] Smith (NOT REAL NAME) Birthdate: [redacted] Referred by: [redacted]

Site: [redacted] Class #: [redacta] Teacher: [redacted]

Parent/Guardian: [redacted] Smith (NOT REAL NAME) Telephone #: [redacted]

Current Home Address: [redacted] City: [redacted] ZIP: [redacted]

Parent's Primary Language: English Child's Primary Language: English

Service Priority: Emergency ✓ (Call component and submit referral form)

Regular _____ (Within 5 days)

Social Services	✓	Parent Education	____	Mental Health	____
Special Education	____	Leadership	____	Health	____
Education	____	Nutrition	____		

Describe reason for referral (be specific): Parent would like some help with housing in section (8). Her contract with the present landlord will terminate Jan. 31st. She would like some one to help her with the Housing Authority to look for a place.

Have you discussed this with the family? _____

What was the family's response? Yes. She will be waiting for someone to contact her from Social Services.

FOR SPECIAL EDUCATION/MENTAL HEALTH ONLY

What is the concern: _____

When and how often does this occur? _____

Describe any previous interventions by teachers/other agencies and/or family. How is it working?

OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE.

Date Received: 1-21-94 Action Plan: mailed Info re: Housing authority, Section 8, HUD info-line + general info - Follow-up 1-31-94 Called to see if she is getting assistance from section 8. / Elaine T.

Component Supervisor's Signature: _____ Date: _____

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Appendix H
Item 4-10

PLAZA DE LA RAZA HEAD START/STATE PRESCHOOL
REFERRAL FOR SERVICES

DATE: 1/19/94

Child's Name: [redacted] Smith (NOT REAL NAME) Birthdate: [redacted] Referred by: [redacted]

Site: [redacted] Class #: [redacted] Teacher: [redacted]

Parent/Guardian: [redacted] Smith (NOT REAL NAME) Telephone #: [redacted]

Current Home Address: [redacted] City: [redacted] ZIP: [redacted]

Parent's Primary Language: English Child's Primary Language: English

Service Priority: Emergency ✓ (Call component and submit referral form)

Regular _____ (Within 5 days)

Social Services	✓	Parent Education		Mental Health	
Special Education		Leadership		Health	
Education		Nutrition			

Describe reason for referral (be specific): Parent would like some help with housing in section (8). Her contract with the present landlord will terminate Jan. 31st. She would like some one to help her with the Housing Authority to look for a place

Have you discussed this with the family? _____

What was the family's response? Yes. She will be waiting for someone to contact her from social services.

FOR SPECIAL EDUCATION/MENTAL HEALTH ONLY

What is the concern: _____

When and how often does this occur? _____

Describe any previous interventions by teachers/other agencies and/or family. How is it working?

_____

_____

_____

_____

OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE.

Date Received: _____ Action Plan: _____

_____

_____

_____

Component Supervisor's Signature: _____ Date: _____

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Appendix H
Item 4-11

Plaza De La Raza Head Start, Inc.

4127 E. BROOKLYN AVENUE
LOS ANGELES, CALIF. 90063-3497
(213) 264-5545

3/17/94

Dear Parent: [redacted] Smith (NOT REAL NAME)

You requested information or assistance in the following areas.

- Housing
- Child Care

The following agencies offer services in these areas please contact them.

- Housing (Rental unit or Sec. 8)

Santa Fe Springs Housing Authority
11710 Telegraph Rd.
Santa Fe Springs CA. 90670
tel. (310) 868-0511
Contact: Wayne Moral

[redacted]

Please contact me if I may be of further assistance.

I hope you find these information helpful if you have more questions please feel free to contact me

- Child Care

CHARO
[redacted]
Ask to be put on the alternative payment program (Ask what it is)

~~Social Services~~
A.F.T. Project

- Child Care referral for [redacted] Area
optimus (619) 856-5900

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Appendix H
Item 4-12

Christina Roman

REFERRAL FOR SERVICES (NOT REAL NAME) Date: 3-21-94

Child's Name: [redacted] Smith Birthdate: [redacted] Referred by: A[redacted]ero

Site: [redacted] Class #: [redacted] Teacher: H[redacted] Nav[redacted]dez

Parent/Guardian: [redacted] Smith (NOT Real) Telephone #: [redacted]

Current Home Address: [redacted] City: [redacted] Zip: [redacted]

Parent's Primary Language: English Child's Primary Language: English

Service Priority: Emergency X (Call Component and submit Referral Form)

Regular _____ (Within 5 days)

Social Services _____ Education (CDS) _____ Mental Health _____
Special Education _____ Nutrition _____ Health _____

Describe reason for referral (be specific): Parent needs referrals For Housing and Day Care

Have you discussed this with the family? yes

What was the family's response? Parent requested information

FOR SPECIAL EDUCATION/MENTAL HEALTH ONLY

What is the concern: _____

When and how often does this occur? _____

Describe any previous interventions by teachers/other agencies and/or family. How is it working? _____

OFFICE USE ONLY. DO NOT WRITE BELOW THIS LINE.

Date Received: 3/24/94 Action Plan: Spoke with mom on 3/24/94 and Mom requested information on Listing for the Housing Authority. I sent her the # to the Stagtate Springs Housing authority. and also sent her a number for Child Care Referral Service (Chard)

Date: 3/25/94 Component Supervisor's Signature: [redacted]

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Appendix H
Item 4-13

Plaza De La Raza Head Start. Inc.
4127 E. BROOKLYN AVENUE
LOS ANGELES, CALIF 90063-3497
(213) 264-5545

Dear Parent: [redacted] Smith (NOT REAL NAME) 6/10/94

You requested information or assistance in the following areas.

Plaza H.S. by your home & Referral numbers for child care

The following agencies offer services in these areas please contact them.

- Child Care referral for [redacted]
- CHARO [redacted]

*Plaza De La Raza H.S.
Carmela site
1330 Lakeland Rd.

I hope you find these information helpful if you have more questions please feel free to contact me

*If you are interested in transferring please call me or the school at the above number.

~~Social Services~~
A.F.T. Project
Cri[redacted] Ru[redacted]
(213) [redacted]

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Appendix H
Item 4-14

(NOT REAL NAME)

REFERRAL FOR SERVICES Date: 11-30-94

Child's Name: Smith Birthdate: Referred by:

Site: Class #: Teacher:

Parent/Guardian: Smith Telephone #:

Current Home Address: City: Zip:

Parent's Primary Language: English Child's Primary Language: English

Service Priority: Emergency X (Call Component and submit Referral Form)

Regular _____ (Within 5 days) ART PROJECT X

Social Services	_____	Education (CDS)	_____	Mental Health	_____
Special Education	_____	Nutrition	_____	Health	_____

Describe reason for referral (be specific): "former parent" called and is requesting help from Cristina Roman and Cristina is aware of problems

Have you discussed this with the family? yes

What was the family's response? is family request

FOR SPECIAL EDUCATION/MENTAL HEALTH ONLY

What is the concern: _____

When and how often does this occur? _____

Describe any previous interventions by teachers/other agencies and/or family. How is it working? _____

OFFICE USE ONLY. DO NOT WRITE BELOW THIS LINE.

Date Received: 6/7 Action Plan: Information on Registration for both children will be sent by mail for Carmelita site. Also Mrs. is requesting information on Computer classes in her area. Teacher A. and I visited Mrs. due to the fact that no phone in the home. Parent is requesting our support.

Date: 12-9-94 Component Supervisor's Signature:

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Appendix H
Item 4-15

PLAZA DE LA RAZA HEAD START/STATE PRESCHOOL
HOME VISITATION FORM

Child's Name: [redacted] Smith (NOT real name) D.O.B.: [redacted]
Site: 4 Class #: [redacted]
Parent's Name: [redacted] Smith (NOT Real Name) Date: 12/7/94
Address: [redacted] City: [redacted] Zip: [redacted]
Teachers making visit: Cristina Roman & Al[redacted]
Parent's Signature: [redacted]

COMMENTS/OBSERVATIONS:

Mrs [redacted] wanted information on how to register both her 4yr. old and 2yr. old in our program.

She also commented that her husband had gotten out of jail and was now living with them. And also she was concerned because her older teenage son was once again in a home for boys.

She also shared with us that not having a job and seeing Prince at home not doing something constructive made her anxious. And that she liked the improvement she had seen in him the 1st yr. he attended Headstart

GOALS/OBJECTIVES:

Information will be sent out to Mrs by mail - no phone in home.
She also requested computer classes in her area. And another Home visit will be made.

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Appendix H
Item 4-16

12/9/94

Plaza De La Raza Head Start, Inc.

~~4127 E. BROOKLYN AVENUE~~ 6644 Telegraph Rd
~~LOS ANGELES, CALIF. 90063-3497~~ Commerce, Ca. 90040
(213) ~~264-2385~~ 727-6561

Dear Parent: [redacted] Smith (NOT REAL NAME)

You requested information or assistance in the following areas: 2nd information for both children — Dental & Medical forms to be filled out for registration packet. plus info on computer classes

The following agencies offer services in these areas. Please contact them: in your area.

Dear [redacted]

I am sending you the following information:

1. Requirements for enrollment
2. A list of suggested Dentist
3. A list of suggested Doctors
4. A map of the schools location

Please make sure to make appt. for the children as soon as possible.

Also you will need to call up the school to be put on the waiting list for both Day Care & Pre-school. ~~Let them know that~~ I have already contacted [redacted] regarding putting the children on the waiting list.

I hope you find this information helpful. If you have any questions, please feel free to contact me.

Assessment, Referral and Training

They need additional information from you by phone. The number there is [redacted] talk to the secretary

Please call as soon as possible!!!

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Appendix H
Item 5

VOLUNTEERS
OF AMERICA

Harbor City Parent Child Center

CASE STUDY:

[redacted], who has been an A.R.T. Project parent since September, 1993, came to me in November, 1994, in need of help. She was very ill, and she was a victim of domestic violence the night before she arrived at the center. She stated that her boyfriend, who is also the father of her two children, hit her and threw his drink at her. She stated that he threatened to kill her; he reminded her of how her sister's boyfriend had murdered her, and he asked her if she would like the same to happen to her. I spoke with [redacted] when she came into the center, and I asked her to go to the hospital to be examined. She left her two children at the Parent Child Center, and she went to the hospital. At that time she stated that she was ready to go to a shelter, and I arranged for her to go to a shelter.

[redacted] was admitted to the hospital, and she was diagnosed with pneumonia. I asked her if she would like me to call her social worker to pick up her children, but she refused and became very agitated. [redacted] had bad experiences with the Department of Childrens Services in the past, and she was afraid that they would take her children and not return them to her (Her children were taken from the family and put in foster care in the past). She stated that the children's step-grandmother, [redacted], who was on their emergency card, would pick them up. [redacted] is the children's fathers step mother. [redacted] picked up the children at the end of that day, and according to the teaching staff, the children seemed apprehensive about going with her.

The Parent Child Center has a SCAN (Suspected Child Abuse and Neglect) team, and I called a meeting with all SCAN team members that day. The team decided that we should call DCS and make a report with them because we feared that the children were not safe. I called and made a report, and I followed up with a written report.

The DCS social worker went to the hospital that [redacted] was staying at, and she asked [redacted] where her children were. [redacted] stated that her children were with their father. DCS went to the father's house, and they found the children there and the father high on drugs.

[redacted] continues to bring her children to the Parent Child Center, but is very angry about what happened. She denied being hit by her boyfriend, and she said that she would never consider going to a shelter because the children's father tries, and he is good to the kids. I feel that [redacted] still feels the need to talk to me about the kids and her life, but she no longer talks about issues which may cause her to lose her children or boyfriend.

1135 West 257th Street, Harbor City, CA 90710 • (310) 530-7082 • (310) 775-1001 • FAX (310) 530-4619

WHAT IS ADDICTION?

When a person cannot stop using a drug even though it causes serious problems, the person has a drug addiction.

A person with a drug addiction has very strong urges to use the drug. The person can't always control the urge, even when using the drug causes trouble with family, friends, job, school, money, health or the law.

Drug addiction is a disease. Most people need treatment to recover from addiction.

HOW DOES ADDICTION WORK?

A person becomes addicted in two ways.

First, the drug changes the way the brain works. The more of a drug the person uses, the more the brain changes. Soon, the brain needs the drug just to feel normal. Without the drug, the person will feel sick. This is *physical addiction.*

Second, the person learns to use the drug to feel good, or to cover up feelings like being afraid, shy, sad, lonely or angry. Soon the person can't feel good or deal with strong feelings without the drug. This is *psychological addiction.*

These two addictions usually occur together. This makes it very hard to stop using the drug.

WHAT KINDS OF DRUGS ARE ADDICTIVE?

Many drugs can be addictive. But some drugs are more addictive than others.

Nicotine (in tobacco) is very addictive. Nine out of every ten people who use tobacco get addicted. Cocaine, speed and ice are also very addictive.

Heroin and other narcotics such as prescription pain pills can often be addictive. Alcohol, tranquilizers or sleeping pills addict about one out of every ten people who try them.

Steroids used to pump up muscles are addictive. People can also get addicted to PCP, LSD and inhalants.

Marijuana is addictive. But because it stays in the body a long time (one joint stays in the body three to four weeks), there are fewer withdrawal symptoms. So some people mistakenly think marijuana is not addictive.

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WARNING SIGNS OF ADDICTION

You may have an addiction if you:

- Use more and more of a drug to get the same effect.
- Are concerned about your drinking, smoking or other drug use.
- Have friends and relatives who are concerned about your drug use.
- Drink alcohol, smoke cigarettes or use other drugs to help you get going, relax or deal with feelings.
- Use alcohol or other drugs to get yourself to do something you wouldn't or couldn't do without using the drug.
- Find yourself thinking about getting the drug or wanting to get high when you're not using the drug.
- Have tried but not been able to cut down your alcohol, tobacco or other drug use.
- Have tried but not always been able to set a limit and then stop.
- Become angry or annoyed when others complain about your drug use.
- Sometimes feel guilty about your drug use.

For more information about addictions and treatment look in the yellow pages of your local telephone book under drug abuse and addiction information. Or call the National Council on Alcoholism and Drug Dependence for a list of local treatment centers:
HOPE-LINE 1-800-622-2255.

ETR Associates
Written by Max A. Schneider, MD.
Graphic design by Desireé Douville.
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To order or for pricing information call toll free
1-800-321-4407
or write ETR Associates, P.O. Box 1830, Santa Cruz, CA 95061-1830
Title #090

ADDICTION Facts

Treatment
Relapse
Withdrawal
SELF-HELP
Recovery
Denial

ETR ASSOCIATES

WHO CAN GET ADDICTED TO DRUGS?

Anyone who uses an addictive drug can get addicted. Addiction can happen to a person of any age, sex or background.

Some people get addicted easier than others. You have a greater chance of becoming addicted if:

- Your parents, grandparents or even your great-grandparents had a problem with alcohol or other drugs.
- Your friends smoke, drink or use other drugs.
- You use drugs to deal with uncomfortable feelings.

HOW LONG DOES IT TAKE TO GET ADDICTED?

It depends on the person and the drug. Some people get addicted right away. Others need time and frequent use of the drug. Young people become addicted faster than adults.

Some drugs cause addiction sooner than others. Nicotine, cocaine and speed quickly cause addiction.

DOES A PERSON HAVE TO USE A DRUG EVERY DAY TO BE ADDICTED?

No. Many people with an addiction go for long periods of time between uses. If drug use causes problems and a person continues to use the drug anyway, he or she probably has a drug addiction.

CAN DRUG ADDICTION BE TREATED AND CURED?

A person with a drug addiction will always have the addiction. But the person can learn to be comfortable and happy without drugs.

Treatment and recovery have three parts. The person must (1) stop using the drug and receive treatment for withdrawal symptoms if necessary, (2) learn how the drug worked in his or her life, and (3) learn how to avoid using the drug again.

A person usually needs help from others to recover from an addiction. But others can't help an addicted person who doesn't want to get well.

WHAT IS DENIAL?

Many addicted people can't believe they have a drug problem, even though it's clear to others that the drug is harming them. This is called *denial*.

Denial is a major barrier to recovery. A person can't get successful treatment if he or she doesn't think there is a problem.

WHAT IS WITHDRAWAL?

When the brain becomes used to a drug it needs the drug just to feel normal. Without the drug, the person feels sick. This is called *withdrawal*.

Nicotine, cocaine and speed withdrawal can cause depression, irritability, restlessness and sleep problems. Withdrawal from heroin or other pain medicines can cause muscle cramps, diarrhea, vomiting and pain in the joints.

Withdrawal from alcohol, sleeping medicines and tranquilizers can be very serious. Convulsions or a heart attack may occur.

Delirium tremens ("DTs") is a serious form of alcohol withdrawal. The person's heartbeat and temperature go up. The person may see things that aren't there. Many people have died from DTs.

WHAT IS RELAPSE?

A person with an addiction may start using the drug again at any time. He or she may remember the ways the drug made him or her feel good, and forget the problems (fights, accidents, arguments, etc.) the drug caused. This is called *relapse*.

In treatment, the person will learn to watch for signs of a relapse and will learn ways to avoid starting to use the drug again.

WHO TREATS DRUG ADDICTION?

Many doctors, therapists and other counselors are trained to treat drug and alcohol addiction. Treatment will depend on the drug, the addiction and person. Drug counselors work closely with the person to decide on the best treatment.

Some people will stay in a hospital or a drug treatment center during withdrawal. Others receive outpatient counseling and group therapy on a regular daily or weekly basis. Many counselors suggest Alcoholics Anonymous, Narcotics Anonymous or other "twelve step" self-help groups as part of treatment.

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STAGES OF ADDICTION AND RECOVERY

1

THE PERSON STARTS USING A DRUG.

People begin using drugs for many reasons. To fit in, to act grown up, to satisfy curiosity, to relax and to get "high" are some common reasons why people begin using drugs.

2

THE PERSON GETS HIGH.

The drug changes the way the brain works. This changes how the person feels, thinks and acts. These brain changes cause the person to feel "high," "buzzed" or "relaxed."

The drug high can last from twenty minutes (cocaine and nicotine) to several hours (most of the other addictive drugs).

3

THE PERSON KEEPS USING THE DRUG.

The person begins to use the drug to feel good. The person may also notice that the drug helps him or her to relax or forget about problems, and makes it easier to do other things he or she wouldn't be able to do without the drug.

4

THE BRAIN CHANGES.

After the high goes away and the drug leaves the body, the brain doesn't go back to normal right away even though the person may feel normal.

Brain changes from repeated drug use can last from several days to many weeks and months. Some changes, such as memory loss, sleeping problems, restlessness and nervousness, can last from six months to many years.

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5

IT TAKES MORE OF THE DRUG TO GET HIGH.

Over time, the brain adjusts to the drug. Then the person needs more of the drug to get high. This is called tolerance. Tolerance is an early warning sign of addiction.

6

THE PERSON STARTS TO DEPEND ON THE DRUG.

The person depends on the drug more and more. The person may do things while using the drug that he or she regrets or feels sorry for. Then he or she takes more of the drug to forget about the problems such behavior causes.

Even though the drug may be causing problems in the person's life, the person can't or won't stop using the drug. This is a sign of addiction.

7

THE PERSON GETS SICK WITHOUT THE DRUG.

The brain gets used to the drug. If the drug is stopped suddenly, the brain doesn't work normally anymore.

Without the drug, the addicted person may feel anxious, nervous, restless or depressed. These are withdrawal symptoms. The symptoms go away when the person uses the drug. This is a sign of addiction.

8

THE DRUG CAUSES SERIOUS PROBLEMS FOR THE PERSON.

Even though the drug causes trouble in the person's life, he or she denies that the drug has anything to do with the problems. Denial is a sign of addiction.

To get treatment, the person must first believe there is a problem, then seek help to stop using the drug. Denial keeps the person from asking for and receiving treatment for the addiction.

9

THE PERSON "HITS BOTTOM" AND CAN NO LONGER DENY THE ADDICTION.

Something happens in the person's life that causes him or her to admit there is a problem. This is often called "reaching bottom," or "bottoming out." This is different for each person. Then the person decides to do whatever it takes to stop using the drug and get treatment.

10

THE PERSON STOPS USING THE DRUG.

When an addicted person stops using the drug, he or she usually will have some kind of physical withdrawal. During this stage of recovery, the brain and body are trying to remember how to work without the drug.

Drug withdrawal can be mild to severe. It depends on the drug, the addiction and the person. It can last several days to several weeks. Medical help may be needed to get through the physical withdrawal symptoms.

11

THE PERSON LEARNS ABOUT DRUG ADDICTION.

To recover from addiction, the person will learn how drugs worked in his or her life. The person will learn why and how he or she used the drugs to deal with life's problems.

Counseling and group therapy are often needed during this stage. Self-help recovery groups can help many people understand the powerful effects drugs can have on people's lives.

12

THE PERSON LEARNS TO LIVE COMFORTABLY WITHOUT DRUGS.

A person with an addiction cannot use drugs again. To recover, the person will learn positive and healthy ways to cope with day-to-day life without using drugs.

This stage can last for a long time. Therapy and/or ongoing self-help support groups can be helpful during this stage. Helping others through the early stages of recovery can make it easier for the recovering person not to start using the drug again.

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Joint Efforts' Mission Statement

To educate the greater Los Angeles harbor residents to the health and social resources of their community, to assist them in meeting their needs through existing local resources and to provide additional resources and direct services.

History of Joint Efforts, Inc.

Joint Efforts, a non profit organization, was founded in 1968 by a group of men and women from the Los Angeles Harbor Area. In sharing experiences, they realized that they and many others in the community were suffering from a lack of adequate health care and other social services. In 1967 they organized themselves and began applying pressure as a recognized power group in the community.

In 1968 the group began the incorporation process, and in 1969 they received their first funding to open an outpatient drug free treatment program. This treatment program has been ongoing since then and is still in operation today. Throughout the years, Joint Efforts has offered many services to the community, including: employment training, operating a clerical school, sheltering the homeless and AIDS case management. Recently, through a grant from the Centers for Disease Control, Joint Efforts developed a model for AIDS prevention and education to Hispanic women.

Joint Efforts, Inc.
a non profit organization
505 South Pacific Ave. Suite 205
San Pedro, CA 90731
(310) 831-2358 FAX (310) 831-2356

Pat Herrera-Duran, *Executive Director*

Joint Efforts Inc.

The *Healing* Link

Outpatient Drug Treatment Program

The Outpatient Drug Treatment Program provides comprehensive services for the drug-addicted person. We address the physical, emotional and social needs of the recovering person, emphasizing relapse prevention and 12-step involvement.

Services Offered

- Individual, group and family counseling
- Drug education
- Intervention
- Urinalysis drug testing
- Detox referrals

Services provided in English and Spanish.

For more information, contact Keith McCaw, Director, at (310) 831-2358.

P.C. 1000 Drug Diversion

The Diversion Program offers the course certified by the Los Angeles County Alcohol and Drug Program Administration. This program is for first-time offenders who have been diverted by the court. Classes are held in Hermosa Beach.

For more information, contact Keith McCaw, Director, at (310) 831-2358.

South Bay Community Resource Center

The Community Resource Center (CRC) provides screenings and assessments and on-site primary medical screenings for all clients seeking drug treatment. Clients are referred by a 1-800 drug treatment hotline; the community at large; Joint Efforts, Inc. in San Pedro; and La Clinica del Pueblo, Inc. in Wilmington. Advocacy, transportation and referrals are offered for the drug treatment clients of Joint Efforts and La Clinica. The CRC staff augments treatment by acquiring and developing resources for the clients that cannot be provided by the treatment staff. The added support given by the CRC diminishes some of the frustration and obstacles faced by clients, thereby increasing the potential for long term recovery.

Services Offered

- Primary Medical Component: health screenings
- Resources and referrals
- Vocational Rehabilitation referrals
- Cooperative partnerships with local doctors and other service providers
- Facilitation of enrollment in Head Start and accessing Social Services
- Ancillary services
- Client transportation
- Case management with treatment providers

Services provided in English and Spanish.

For more information, contact Sue Rados, Director, at (310) 831-5244.

AIDS Services Program

The AIDS Services Program provides HIV/AIDS street education and outreach, risk reduction intervention and prevention case management to HIV positive individuals, sex workers, court ordered clients, drug users and their significant others. A specially trained bilingual and bicultural community outreach and case management team conducts culturally competent AIDS prevention and education in English and Spanish. The AIDS services team emphasizes personal responsibility for eliminating high risk behaviors, especially those related to drug and alcohol use.

Services Offered

- HIV/AIDS street outreach and prevention education
- HIV/AIDS street substance abuse intervention and education
- Bilingual/bicultural HIV/AIDS services
- HIV/AIDS prevention case management
- Resources and referrals to HIV/AIDS services

For more information, contact Armida Ayala, Director, at (310) 831-2358.

Life Enrichment Program

This component offers parenting, individual and family counseling for those experiencing family and/or personal problems. Counseling is provided by the Marriage, Family and Child Counselor (M.F.C.C.). In addition, parenting classes are held in the San Pedro office. Classes are offered in English and Spanish.

For more information, contact Barbara Rock, M.F.C.C., at (310) 831-2358.

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HISTORY

The Community Resource Center is a branch of the Los Angeles Drug Program Enhancement Project. A grant was awarded to Los Angeles from the Federal Office of Treatment Improvement in September 1990. The purpose of this grant is to enable the project to assist in maximizing services needed by developing and monitoring services which will enhance the treatment of individuals and their significant others on the road to recovery from drug problems.

INFORMATION

The Community Resource Center is established at Behavioral Health Services (B.H.S.). The purpose of the CRC is to coordinate and develop services to the community. Additionally grants were allocated to Behavioral Health Services, Los Angeles Center for Alcohol/Drug Abuse (L.A. CADA) and Sunrise Community Counseling Center to implement these services under coordination of the CRC. Several projects the CRC is engaged in are:

A. Community Awareness

B. Community Education Projects

C. Community Outreach & Linkages (cooperative agreements)

D. Social Projects (CRC meetings, self help groups, etc.).

SERVICES

Assessment, chemical dependency counseling (individual, family, group) parenting, education pre-postnatal groups, nutrition, marriage/family counseling, food and clothing resources, domestic violence, gang intervention, AIDS/HIV education, crisis intervention, random urinalysis testing, detox referrals, educational programs, home visits, on site school counseling, self help groups, shelters, drug diversion, voluntary child care program, DPSS/DCS/Legal Aid referrals, vocational rehabilitation, spiritual resources, reunification groups, residential treatment housing, child care, primary health care, and other referrals and resources.

OBJECTIVES

To assist individuals and their families with appropriate community resources.

To assure that each referral is properly handled and followed up.

To encourage the individual in easing the transition from chemical dependency into a healthy, productive life style.

To improve the ethnic diversity in our communities with support of churches, schools, community based organizations and other agencies in the community.

OFFICE OF TREATMENT IMPROVEMENT
COMMUNITY RESOURCE CENTER

Behavioral Health Services
3421 E. Olympic Blvd.
Los Angeles, CA 90023
(213) 262-1786

Behavioral Health Services
4099 N. Mission Road, #A
Los Angeles, CA 90032
(213) 221-1746

OFFICE OF TREATMENT IMPROVEMENT
ENHANCEMENT PROGRAMS
OUTPATIENT DRUG FREE SERVICES

Behavioral Health Services
3421 E. Olympic Blvd.
Los Angeles, CA 90023
(213) 262-1786

Behavioral Health Services
4099 N. Mission Road, #A
Los Angeles, CA 90032
(213) 221-1746

Sunrise Community Counseling Center
2801 ~~1935~~ W. Temple Street, Suite 205
Los Angeles, CA 90026
(213) 413-8682 / 368-3550

Los Angeles Centers for
Alcohol/Drug Abuse
2854 Lancaster Avenue, #339
Los Angeles, CA 90033
(213) ~~264-5563~~ 224621

Appendix H
Item 8-2

Behavioral Health Services

Lincoln Heights

Family Recovery Center

Outpatient
Drug Free Counseling and Services

BHS Lincoln Heights
Family Recovery Center
4099 Mission Road
Los Angeles, CA 90032
(213)221-1746

BHS
A Division of Conrad

State Certified Program
Bilingual (English-Spanish)

BHS Lincoln Heights Family Recovery Center provides a comprehensive program of services directed to promote lifestyle change and recovery from drug dependency and related problems. Family members and significant others are encouraged to participate in the recovery plan. Bilingual (English - Spanish) services are offered and designed to addressed the needs of youth, children and adults.

Services

- Outpatient drug free counseling
- Drug abuse assessment, intake or referral
- Information & referrals
- Group & individual counseling
- Family intervention & home visits
- Health education & nutrition classes
- Men's & women's groups
- Perinatal groups
- Physical examinations
- Drug screen testing

Drug Free Program

Lincoln Heights offers a six month to one year outpatient drug free program of educational classes, counseling and family sessions. Individuals are presented with the knowledge and skills for recovery, while their loved ones are provided information and guidance to understand and support their continued recovery.

- Parenting & Reunification groups
- Domestic violence groups
- Employee assistance services
- Gay & Lesbian counseling
- Drug diversion groups (PC 1000)

Services are . . .

- Based on a sliding scale fee structure
- Accessible to handicapped
- Bilingual (English - Spanish)
- Medi-Cal accepted
- Partially funded by the Los Angeles County Drug Abuse Program Budget

Business Hours. . .

- 8:00 a.m. to 7:00 p.m. (Monday to Thursday
- 8:00 a.m. to 5:00 p.m. (Friday)

(213)221-1746

Behavioral Health Services

Drug and Alcohol Programs

Non-Residential Programs

Boyle Heights
Family Recovery Center
(213)262-1788

Lincoln Heights
Family Recovery Center
(213)221-1746

South Bay
Family Recovery Center
(310)679-9031

Inglewood
Alcohol Recovery
(310)673-5750

Hollywood
Family Recovery C
(213)461-3161

Wilmington
Alcohol Recovery
(310)549-2710

Omni
Methadone Treatment
(310)679-9669

Residential Facilities

Pacifica House
Drug Rehabilitation
(213)784-2616

The Wayback Inn
Alcohol Recovery
(310)675-4431

Patterns
Alcohol Recovery for
Women with Children
(213)758-1350

American Hospital
Medical Detox
and Rehabilitation
(714)865-2338
1-800-255-5483

Redgate Memorial Hospital
Medical Detox
and Rehabilitation
(310)599-8444

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Appendix H
Item 9-1

Appendix H
Item 9-2

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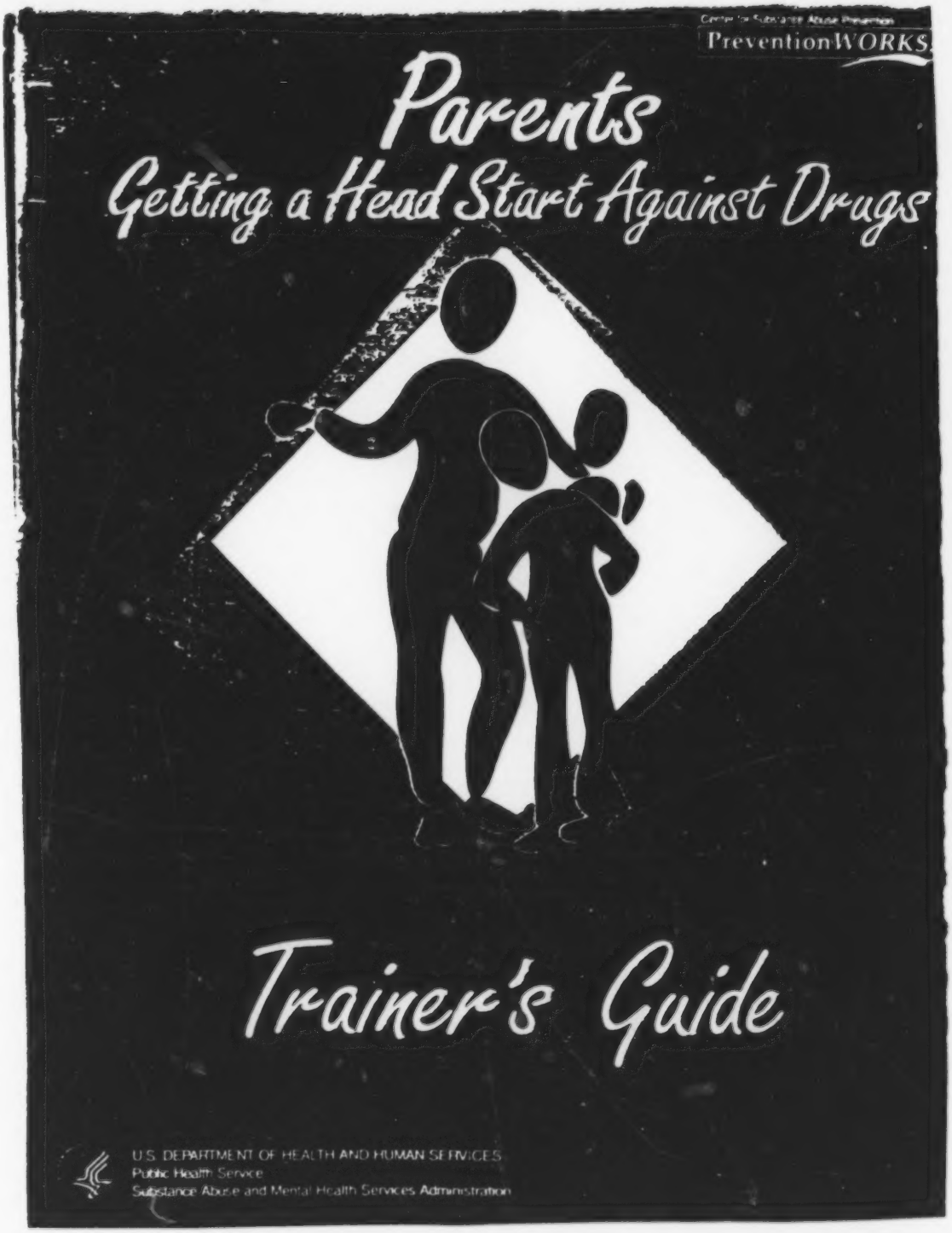
Appendix I
Item 1-1



Appendix I
Item 1-2

TABLE OF CONTENTS

Getting Started 5

Getting and Keeping Parents Involved 13

Training and Facilitation Skills 35

Module 1—Orientation: Tuning In on the Times 51

Module 2—We Are Family 77

Module 3—Self-Esteem 97

Module 4—Communication 117

Module 5—Stress 131

Module 6—Developing Support Groups 151

Module 7—All Around the Community 175

Module 8—Health Issues Related to Alcohol and Other Drug Abuse 187

Module 9—Values and Peer Pressure 203

Module 10—Appreciating Our Families 221

APPENDIX—ADDITIONAL RESOURCES

General Organizations and Support Groups 242

Training and Facilitation 248

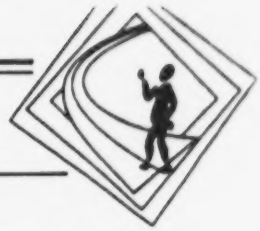
Guides, Booklets, Reports 249

Videos/Films 252

Curriculums 254

Appendix I
Item 1-3

Getting Started



THE MESSAGE

In the old days, women sat for hours at a spinning wheel carefully weaving fibers into fine cloth. These fibers or threads determined the strength, beauty, color, and design of the fabric. This curriculum, developed by the National Head Start Association (NHSA), has been designed with the Head Start family in mind.

The family is the primary social unit for adults and children. The content of this curriculum addresses self-esteem as the thread that determines the strength of the family fabric. Both adults and children need to feel good about themselves. They need to feel loved and empowered.

Throughout this curriculum, both adults and children will participate in activities that will strengthen their families and provide them with choices. These activities need not be limited to a period of 10 weeks. The message can and should become part of the everyday program operation. Clearly, the message is

I am lovable,

capable, and

worthy!

PURPOSES OF THE CURRICULUM

Like most parent-education programs, "Parents Getting a Head Start Against Drugs" has two goals:

- To ensure or enhance adequate child development, learning, and personal-social growth.
- To build parent-family skills, understanding, confidence, and support.

These two goals have been woven into the structure of this program, which is based on these eight objectives:

1. To inform, advise, or guide parents about child development, learning, and socialization.

Appendix I
Item 1-4

2. To involve parents in children's learning and school experiences, or in the conduct of school-related projects.

3. To teach specific skills to parents, especially in the areas of child learning and behavioral management.

4. To prevent problems in child development or family relations. Families at high risk are often the focus of this goal.

5. To provide intervention, counseling, or rehabilitation to families in which there are known problems in child development or family relations.

6. To assist parents in rearing and educating children who have developmental problems or disabling conditions.

7. To provide social supports to parents in the general community.

8. To encourage and facilitate parent-promoted self-help, and special-interest groups.

INTRODUCING THE CURRICULUM

Sometimes, the first step is the most difficult. This curriculum is so special, and making preparations is important. Here are two recommendations:

- Plan a special staff meeting to introduce the curriculum to everyone.
- Plan a special community meeting to introduce the program to support organizations, police departments, health departments, and groups and individuals involved in preventing alcohol and other drug (AOD) problems.

CELEBRATION FORMAT

The opening of each session should be special. Plan to have a different celebration for each module. Allow enough time at the beginning for participants to socialize and enjoy refreshments. Make the mood festive and conduct an "icebreaker" activity.

The schedule for the opening celebration could follow this design:

Celebration. Schedule the celebration for 15 minutes before the session begins or after it is completed.

Warmup/Icebreaker. If celebration takes place before session icebreaker begins, include a warmup. The warmup puts the group at ease and sets the stage for learning.

Appendix I
Item 1-5

Tone. Indicate that everyone will be expected to participate. There will also be time for reflective thinking and group activities.

Learning responsibility. It is the participant's responsibility to learn. The trainer is actually a facilitator.

Trainer/facilitator type. Let the group know what type of person you facilitator types are. Are you friendly or distant? Warm or cool? Active or laid back?

THE CELEBRATION

All of us need to feel special every day. Adults and children need large doses of attention, affection, and concern. Someone estimated that humans need several hugs every day. Everyone needs to feel that they are both lovable and capable. By focusing on the positive vibes, we all are strengthened: parents, children, and the whole family.

Prior to conducting each module, set aside at least 15 minutes for a special celebration. The mood should be festive, happy, and informal. The celebration for module 10, "Appreciating Our Families," will take place following the closing session.

The purpose for celebrating at each session is to focus on the positive and special qualities of each person. People can begin to find the things that make them feel good naturally. Some parents may find things that make life more pleasant for themselves or their families. Through discussion and sharing, parents may discover special traits of family or friends. They can then be encouraged to feel good about these special things and work to strengthen them.

The more special qualities that parents are encouraged to see in themselves, the less likely they may be to need artificial and short-lived highs, such as a drink to take the edge off, or licit or illicit drugs to get up or to slow down. It will become clear that people can celebrate anytime and anywhere without the help of a crutch.

It is especially important that these celebrations show how this kind of fun can be replicated at home. Many people have a narrow concept of fun and celebration. Some adults might resist having fun because of overwhelming responsibilities, feelings of hopelessness, negative attitudes, or other concerns.

The focus for these experiences is on informality, love, fun, economy, support, and unity. No matter how bad things seem, the message to convey is that where there is love, there is also strength and a reason to celebrate.

Props and Materials

For each celebration session, be prepared with the following props and materials:

Appendix J
Item 1

COOPERATIVE AGREEMENTS FOR DRUG ABUSE TREATMENT IMPROVEMENT
PROJECTS IN TARGET CITIES
PROJECT ADVISORY COMMITTEE MEETING
MINUTES
MARCH 20, 1992

Present	Organization
David Abelar	West Area Opportunity Center
Robert Adams	Mayor's Office of Criminal Justice Planning
Dave Beck	Alcohol and Drug Program Administration, L.A. Co.
Bettye Brown	West Area Opportunity Center
Delores Brown	Department of Rehabilitation
Thelma Brown	Watts Health Foundation
Dick Browne	Alcohol and Drug Program Administration, L.A. Co.
Rosaura Campos	Behavioral Health Services
William E. Cordero	Joint Efforts, Inc.
Thyra Cushenberry	Avalon Carver Substance Abuse Program
Wilson de Almeida	People Coordinated Services Castle Program
David Edmond	Alcohol and Drug Program Administration, L.A. Co.
Carlos Fargas	Watts Health Foundation
Carol Fox	Alcohol and Drug Program Administration, L.A. Co.
Armando Gallegos	Sunrise Community Counseling Center
Larry Gentile	Behavior Health Services
Kimberly Hee	Asian American Drug Abuse Program
Pat Herrera-Duran	Joint Efforts
Mary Hernandez	El Proyecto del Barrio, Inc.
Chuck Hoover	I-ADARP
Wesley Jordan	Alcohol and Drug Program Administration, L.A. Co.
Mike Kotzin	Alcohol and Drug Program Administration, L.A. Co.
Pauline Lopez	Alcohol and Drug Program Administration, L.A. Co.
Richard Lopez	Consumer Representative
Tito Maturan	El Proyecto del Barrio, Inc.
Mark Mayeda	Asian American Drug Abuse Program
Keith McCaw	Joint Efforts
Clifton Mitchell	Office for Treatment Improvement
Cynthia Farias-Munguia	Alcohol and Drug Program Administration, L.A. Co.
Frank Peckous	Do It Now Foundation
Oscar Rascon	Alcohol and Drug Program Administration, L.A. Co.
Jefferson Sa'	Behavioral Health Services
Roberta Savage	L.A. County Office of Education/Head Start
Al Senella	Tarzana Treatment Center
Kathy Shakir	Watts Health Foundation
Rochelle Ventura	Alcohol and Drug Program Administration, L.A. Co.
Askia Abdulmajeed	State Department of Alcohol and Drug Programs
Lanis Clark	State Department of Alcohol and Drug Programs
Marcus Clark	State Department of Alcohol and Drug Programs
Richard Lopez	State Department of Alcohol and Drug Programs
Dena Lueck	State Department of Alcohol and Drug Programs
Robert Martin	State Department of Alcohol and Drug Programs
Queen Esther Watson	State Department of Alcohol and Drug Programs

The meeting was called to order at 10:30 a.m. by Queen Esther Watson. Ms. Watson asked attendees to introduce themselves. Richard Lopez (ADP) proceeded with chairing the meeting.

Appendix J
Item 2

Jefferson Sa' inquired about the amount of time budgeted for training. Mr. Jordan stated the time needed for training would depend on the individual. Hands-on training will take two months on the average. The contractor and the County will provide two phases of full configuration local and central system training. It was suggested that providers may want to meet and consider changing the equipment. The County is supportive of this, if all the agencies agree.

Update on the Status of the Objectives

General Information - Mr. Rascon asked that the CRC's meet on a monthly basis. An individual attending that meeting will report to the PAC on the issues that were discussed. Area agency meetings are also conducted at least once a month. Mr. Rascon asked for suggestions on unique names for each area CRC. He will report on the names that were chosen at the next meeting.

The County is preparing for the Recovery Options for Women Worshop which will be held March 27th. They have received 56 responses thus far. The focus of the workshop will be issues and conditions relative to post-partum, pregnant, and addicted women.

Mr. Rascon distributed the monthly statistical report on it and emphasized that it is a product of a manual data collection system. The male to female ratio for project registrants remained relatively the same.

Vocational Rehabilitation - Delores Brown of the Department of Rehabilitation discussed their activities. The Department of Rehabilitation has received 67 new applications and has accepted 17; they have initiated 19 plans of which 14 are pending; they have two rehabilitations and 62 cases are open. They are confident they will reach their project goal of 200 active cases.

Mayor's Office - Robert Adams reported on the status of the contract. At this time the contract with the County has not been signed. The Mayor's Office has written a CEA report which is scheduled to go to committee for approval by March 30. A Calendar of Events of Cultural Affairs was sent to the CRC's. The calendar chronicles events in the community which are free or at a nominal cost. The Mayor's Office encourages our participation. The new Directress of the Department of Parks and Recreation is Jackie Tatum. A list of sites and activities for every park in the City of Los Angeles will be provided to the CRC's. The Youth Services Academy is offering job opportunities. Beginning tonight a play called "Gangs" will be shown. West Area Opportunity Center, Watts Health Foundation, Behavior Health Services, and El Proyecto del Barrio have received complimentary admission. Assessment of the city's resources will be completed soon. It will include a breakdown of each program by department and a contact person. The "Hope and Youth Rally" was conducted last week. The Mayor is trying to raise two million dollars to support this Gang Initiative and would like for everyone to get involved.

Head Start - Roberta Savage walked through the Memorandum of Understanding (MOU) between the Head Start Grantee - Los Angeles County of Education (LACOE), and the delegate agency Los Angeles Drug Program Enhancement Project (LADPEP). The document identifies the responsibilities of both parties and the activities which they will conduct. Meetings are held twice a month to discuss any issues or problems.

The next meeting of Head Start will be in Washington D.C., May 6-8, 1992. Ms. Savage stated Head Start is willing to cover the expenses for two of our project participants to attend. The minimum number of slots available to our project participants is 32. All agencies will have access to Head Start services. Ms. Savage announced that the North Hollywood site will not open, instead a site will be established in South Central Los Angeles with Watts Health Foundation and Kedren.

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Appendix J
Item 3

Ms. Savage explained the purpose and goals of the Head Start/LADPEP linkage project and provided an update on the status of the objectives of the MOU. The designation of specific LADPEP project drug treatment and recovery programs for referrals made by LACOE's Head Start delegate agencies has been completed. Referrals have begun by LADPEP project to assist in Volunteers of America and Plaza De La Raza Head Start Agencies. LADPEP is providing orientation and training classes, and referring all identified children eligible for Head Start to specially assigned agencies near the drug treatment centers. LADPEP is planning meetings to develop a case review process for assessing all referrals made by the LACOE and developing specific treatment plans, which may include vocational services and/or providing resources for child care and transportation services. The process will be piloted before it is presented to the PAC. Referrals to LADPEP offering a variety of services appropriate to the needs of families i.e., relapse prevention, family counseling, aftercare services, ancillary services, resources for child care and transportation are in process but needs to be refined.

Mr. Rascon has been selected to represent the Los Angeles Drug Program Enhancement Project on the LACOE Health/Handicap Advisory Board and the LACOE Head Start Policy Council. A meeting is scheduled for April 9, 1992, to develop a training plan for staff and parents. A Policy and Procedures Manual and a comprehensive recruitment and referral process are being developed.

Referrals to Head Start for project participation or placement on a priority wait list will begin on April 1, 1992. On Wednesday there will be an introduction/orientation overview meeting to assess where the project is taking hold and generating interest.

Community Resource Center Activities - Jefferson Sa' of Behavior Health Services briefed the PAC on the status of the CRC. They have developed four committees; primary health care, child care, education and housing. The agenda is to define policy and identify resources. Meetings are held monthly.

Mr. Cordero of Joint Efforts is networking with the Landlords With a Heart to help provide reduced rates for low income housing, pay first and last months rent for people and assist Aid to Families with Dependent Children (AFDC) recipients with Section 8 housing. They are raising funds to help an 83 year old client who is six months behind on rent. All the CRC's are helping. New activities initiated include a bowling league comprised of clients and staff, a support group for homeless women, and an adult reading library which also has a childrens story telling feature.

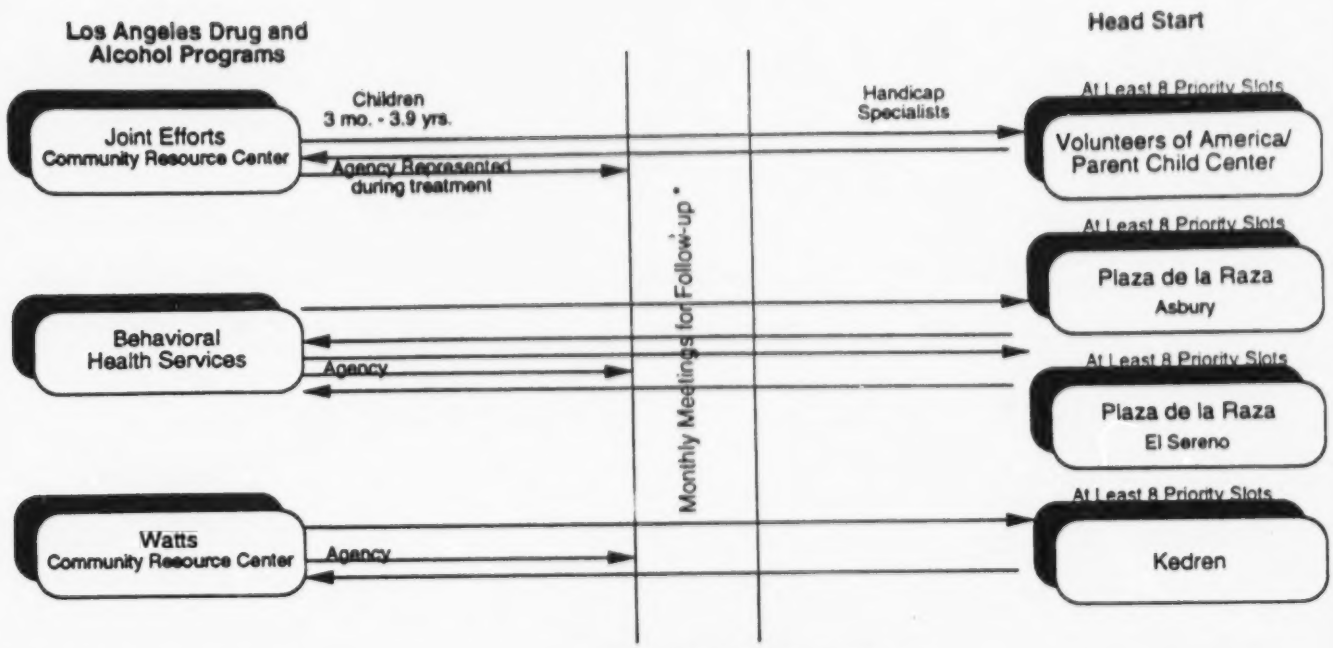
Carlos Fargas thanked Pauline Lopez, Social Services Coordinator for the County Alcohol and Drug Program Administration and Delores Brown from Vocational Rehabilitation for their assistance. Watts Health Foundation is coordinating with HIV counselors to establish linkages and developed resources. They are making many referrals to health centers and have increased referrals to Vocational Rehabilitation and DPSS.

Bettye Brown of West Area Opportunity Center reported on Project "BAD", Bowlers Against Drugs. Pauline Lopez and Santos Garcia are preparing inservice presentations. They have completed their parenting manual.

Mary Hernandez of El Proyecto del Barrio discussed Pauline Lopez's workshop on Public Assistance Assessment, which proved extremely beneficial to staff. Their CRC currently assesses clients for primary health care needs. They will also transport other area clients to their agency for primary health care services.

Appendix K

Target Cities LADPEP/Head Start Cross-Referral Process



Cross-referral process reviewed at CRC meetings.

Head Start will be invited to drug program's 90-day case review.

3/19/92

* Head Start Handicap Coordinator, Project Teacher, CRC Coordinator, Drug Program Counselors, Head Start Component Coordinators and other agencies, as appropriate

* Individual reviews scheduled as needed by either agency

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Appendix L
Item 1

CHANNELS

March 30, 1993
Volume 7, Number 11

A publication for the staff of the Los Angeles County Office of Education

Los Angeles County Office of Education

Children at the Volunteers of America (VOA) Head Start Parent-Child Center receive a lesson in table etiquette. Head Start encourages parents to take an active role in their young children's education.

Head Start's ART and STAR projects strengthen families

For LACOE, the children and parents of Head Start are the educational bottom line. Call it building the foundation of lifelong learning. In a nurturing environment that makes learning fun and exciting, children get a head start on education and hit the ground running in grade school. For that to happen, though, the children's parents must be involved.

A founding principle of Head Start is that parents are the most important influence on a child's development. But parental influence on a child, even before birth, can also be negative. Drug use by a pregnant mother and a drug-involved family life can seriously hinder a child's developmental and learning abilities.

The County Office addresses the problem of substance abuse on several levels, particularly among at-risk populations—one of the major goals of Bold Vision. The Division of Educational Support Services (ESS), for example, has several programs involving both elementary and secondary school students.

At the other end of the age-group spectrum is LACOE's Head Start program, operated by the Division of Program Development and Management, where two projects, called ART and STAR, are working on the problem of substance-affected families.

"One of every eight children born in this country since the mid-'80s is drug-affected, and that first generation of youngsters, many of whom have passed through Head Start, is now entering elementary schools," said Roberta Savage, the ART program coordinator, who also coordinates the Perinatal Substance-Exposed Children (PSEC) project for the Division of Alternative Education.

ART and STAR are mutually enhancing. Cooperatively, they set up networks between Head Start and substance-treatment providers (ART), while training Head Start staff to work with substance-affected children and their parents (STAR).

In Project ART (Assessment, Referral, and Training), preschool-age children whose parents are receiving substance-abuse treatment at county Alcohol and Drug Program agencies are enrolled in Head Start, while, conversely, Head Start staff members try to get drug-involved Head Start parents into treatment programs.

ART is also developing cooperative linkages with Head Start's federally funded Family Service Centers, which address illiteracy, substance abuse, and employability among Head Start families.

(Continued on Page 3)

Head Start's projects (Cont.)

In Project STAR (Substance Abuse Training and Referral), coordinated by Beverley Morgan-Sandoz, Head Start teachers and support staff are trained to understand the symptoms of substance abuse and its effects on parenting abilities, the disabilities suffered by drug-influenced children, and strategies for working with these children and their parents.

Recently, at the Volunteers of America (VOA) Head Start Parent-Child Center in Harbor City, one of LACOE's delegate Head Start agencies, Savage and County Board of Education member Barbara G. Pieper co-chaired a discussion about ART and STAR with staff members from Head Start and regional social-service agencies.

Jaya Sastri, an ART Project teacher at the VOA center, stressed the importance of parent involvement. "Intervention without training the parents is no good intervention at all," she said. "Otherwise, children would go home from Head Start, right back into a dysfunctional situation."

Savage noted that the strategies of working with drug-exposed children are similar to those that special-education teachers use in working with learning-disabled children.

"Drug-affected children may not necessarily be qualified for special education, as such, but they will respond to special-education techniques," said Savage.

Barbara Pieper, a former teacher, observed to the group at the meeting, "Going a few years back, I remember kids in my classroom who had behavioral and learning problems you just couldn't explain. All of you must have seen the same thing yourselves."

"That's right—that's why we have to educate the educators," said Sue Rados, director of the South Bay Community Resource Center. "Teachers are finally beginning to see that maybe some of those so-called 'bad' kids might actually be suffering from a perinatal or present drug-exposure problem."

Later in the meeting, the subject of the ART and STAR programs' future came up. "We're committed to serving our families, funding or no funding," said Ray Hernandez, executive director of the VOA Head Start Parent-Child Center. "The programs and networks are now in place and operational. With all of us working together, they could continue to

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Appendix L
Item 2

CONTINENTAL CABLE
serving Compton, Lynwood, South Gate, Downey, Bellflower, Paramount, Norwalk, Santa Fe Springs

COMMUNITY HOTLINE

THE TARGET CITIES/HEAD START ART PROJECT

FEATURING

KATHY SHAKIR, OUTPATIENT DIRECTOR, WATTS HEALTH FOUNDATION'S UHURU CLINIC

CLAUDIA HUEZO, HANDICAP COORDINATOR, PLAZA DE LA RAZA HEAD START

BOBBI SAVAGE, ART PROJECT LIAISON COORDINATOR

copy of video tape available upon request

Appendix M
Item 1

Plaza De La Raza Head Start, Inc.
4127 E. BROOKLYN AVENUE
LOS ANGELES, CALIF. 90063-3497
(213) 264-5545

TO: **Behavioral Health Services**
Mary Santos, Director
Mary Cisneros, CRC
Celia Aragon, CRC

FROM: Cristina Roman-Fickewirth
ART Project Teacher

DATE: February 4, 1994

RE: **STAFF WORKSHOP**

The workshop is scheduled for -

DATE: February 25, 1994

TIME: All day two sessions 8:30 a.m. - 10:30 a.m. and 1:30 p.m. - 3:30 p.m.

LOCATION: **Santa Fe Springs Town Center**
Room - Social Hall

This outline is a rough draft of the points we wish to cover.

A G E N D A

1. Review referral process (describe)
   a. BHS - Joint efforts
   b. Plaza - V.O.A.

2. Role Play
   a. Activity - "Alcohol and Other Drug Dependence Circle" (See Attached Copy)

3. Discuss strategies on how to work with persons going through relapse or under the influence of alcohol or drugs.

We would appreciate your input and participation in this training. Our next meeting to discuss this workshop will be -

DATE: February 18, 1994

TIME: 9:30 a.m.

LOCATION: **Volunteers of America in Harbor City**

Appendix M
Item 2

Los Angeles County Office of Education

Assessment, Referral and Training
(ART) Project

ORIENTATION AND TRAINING AGENDA

SHERATON NORWALK
MARCH 25, 1992
1:00 p.m. - 4:00 p.m.

1:00	**Welcome - Frank Lorah, Head Start** **Oscar Rascon, Director,** Los Angeles County Alcohol and Drug Programs Enhancement Project
1:10	**Ice Breaker** - Plaza de la Raza Head Start
1:20	**Describe Target Cities and Los Angeles County Alcohol and Drug Enhancement Project - Oscar Rascon**
1:50	**Describe Head Start and ART Project - Frank Lorah, Joann Miller,** Mental Health Specialist, Grantee Office
2:20	**Break**
2:30	**ART Project Goals and Objectives - Roberta Savage,** ART Project Liaison Coordinator
2:50	**Recruitment/Referral Process - Roberta Savage**
3:05	**Transagency Collaboration/Confidentiality - Joann Miller and Roberta Savage**
3:45	**Questions/Answers and Announcements - Oscar Rascon and Roberta Savage**
4:00	**Closing - Oscar Rascon**

ART Project
Kick - Off !!

Appendix M
Item 3

Plaza De La Raza Head Start, Inc.

We invite all parents to a presentation done by Officer Acosta from the El Sereno Sub-station and an Officer from the China Town Sub-station regarding the community and services.

VALLEJO ASBURY

Invitamos a los padres para una presentacion por el Oficial Acosta de la Subestacion de El Sereno y un Oficial de China Town para hablar sobre la comunidad y servicios.

WHEN/ CUANDO:
Thursday, January 20, 1994
jueves, 20, de enero 1994

TIME/HORA:
11:00 a.m. - 12:00 noon

WHERE/DONDE:
Boys and Girls Clubs of America
2635 Pasadena Avenue
Los Angeles, CA 90031
(213) 221-9111

This presentation is sponsored by the ART Project.
Esta presentacion es patrocinada por el Proyecto ART.

FOR MORE INFORMATION CALL/
PARA MAS INFORMACION LLAME A:
Cristina Roman-Fickewirth
(213) 264-5545

Appendix M
Item 4

Plaza De La Raza Head Start

我们誠意地邀請所有父母出席我們社區服務会議. 演講人是来自華人警察局和

El Sereno 的警察局的人

时間 11:00 - 12:00.

地点：男女青年会

查詢資料 call

Cristina Roman Fickewirth
(213) 264-5545

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Appendix N

Usted puede asegurar el buen éxito educacional de su niño/a por ser parte de

El Programa de Alcohol y Drogas de la Administración del Condado de Los Angeles

TARGET CITIES
Assessment, Referral, and Training
PROJECT

HEAD START
Lugar para sus niños/as

- Gratis
- Confidencial
- Program educaciónal
- Participación de padres
- Servicios especiales para niños/as incapacitados de tres a cuatro años de edad
- Educación de nurtición
- Salud, dental y servicios de salud mental
- Asesoramiento
- Referencias
- Entrenamiento
- Servicios sociales

Este program es para niños/as y sus familias quienes han sido expuestos o afectados por abuso de drogas. Usted puede participar en el crecimiento educaciónal y el desarrollo de su niño/a trabajando mano a mano con las maestras, trabajadores sociales y enfermeras de Head Start.

Dele un comienso temprano a la vida de su niño/a!

Puede registrar su niño(s) llamando a Plaza de la Raza Head Start (213) 727-6561 y pregunte por Cristina Román.